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NCUA National Credit Union Administration

March 1986

Travel Manual

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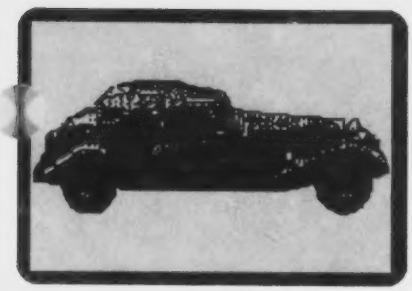

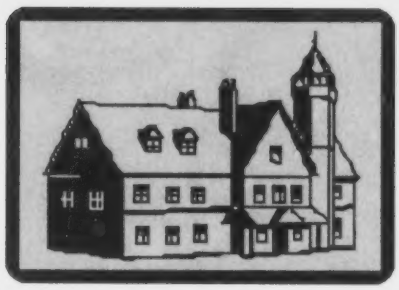

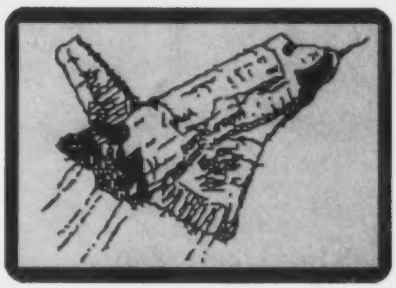

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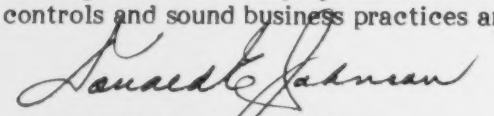
NATIONAL CREDIT UNION ADMINISTRATION
TRAVEL MANUAL

FOREWORD

This manual contains the National Credit Union Administration's policies regarding employee travel and change of duty station moves. Any questions not covered in this manual should be referred, through appropriate channels, to the Controller's Office.

It is the policy of the National Credit Union Administration that an employee will not incur personal expense because of his or her performance of authorized official business travel if it can be avoided under existing laws and regulations. Accordingly, this manual was developed with the intent of interpreting the Federal Travel Regulation and other applicable laws in the manner most advantageous to our employees while at the same time ensuring that effective internal controls and sound business practices are followed.



DONALD E. JOHNSON
Executive Director

The NCUA Travel Manual cancels the previous NCUA Travel Manual (NCUA 8031), dated July 1984, and its changes.

NCUA
Travel Manual

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CHAPTER 1

APPLICABILITY AND GENERAL RULES

1-1 SCOPE: The rules contained in this manual apply to all NCUA employees traveling on official government business. It also applies to persons serving on contract or without pay who are performing travel in connection with official activities of NCUA.

1-2 AUTHORITY: These regulations are issued under the authority of the Federal Travel Regulations (FPMR 101-7) 5 U.S.C. 5701-5709 and 5721-5733. The provisions of the Federal Travel Regulations (FTR) have been incorporated in this manual. As changes to the FTR are published, revisions will be issued to keep this manual in conformance with the FTR. However, if any inconsistencies arise or exist between this manual and the FTR, or if any particular circumstances not covered by this manual are covered by the FTR, the FTR takes precedence since it has the force and effect of law.

1-3 POLICY: It is NCUA policy that persons in a travel status be reimbursed for all necessary expenses essential to transacting official government business. Any travel expenses incurred and not mentioned in this manual should be presented for consideration in a travel voucher.

1-4 EMPLOYEE'S OBLIGATION: All NCUA employees should exercise the same care in incurring expenses while on official government business that a prudent person would exercise if traveling on personal business. Employees are also expected to submit travel vouchers promptly and in compliance with policies contained in this manual.

1-5 TRAVEL AUTHORIZATION: A blanket travel order is issued at the beginning of each fiscal year for all travel within the continental United States, Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, territories and possessions of the United States. See Exhibit 1. This travel order is intended for use in situations where an official document is required to prove that the employee is an official U.S. Government traveler. As a matter of NCUA policy, all travel performed by NCUA employees other than Office Directors, Regional Directors, and Board Members will be approved in advance by the employee's supervisor. Examiners and supervisory examiners may be given supervisory approval to travel as required or as scheduled within their districts or groups, rather than a trip-by-trip approval.

1-6 CHANGE OF STATION: A separate travel order will be prepared for change-of-station travel by the gaining regional office for the regional employees and by the gaining Washington Office for employees relocating to the Washington Office. See Exhibit 2. This order must be submitted to the Controller for approval.

1-7 FOREIGN TRAVEL: The Department of State requires prior notification and approval of all foreign travel. Any NCUA employee planning official travel to any foreign country should notify the Controller's Office (CO) at least three weeks prior to planned departure so that CO can notify the State Department and receive approval prior to official foreign travel. See Exhibit 3.

1-8 ANNUAL LEAVE: All requests to take annual leave while on travel status must be submitted for approval to the employee's supervisor in advance of the commencement of the official travel. This is to ensure that there was no pre-planned action to initiate the official travel as a vehicle for taking annual leave and that the use of annual leave would not result in any additional cost to NCUA.

1-9 ACCEPTANCE OF IN-KIND GIFTS: NCUA does not have the authority to accept in-kind gifts related to travel expenses, such as airline tickets, hotel accommodations, and meals. NCUA's gift acceptance authority is limited to certain circumstances in which NCUA can accept gifts of money that can then be applied to the payment of travel expenses of NCUA employees on official business. Consequently, NCUA employees may not accept airline tickets, hotel accommodations, or meals from private sources. However, acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of a luncheon or dinner meeting is permitted. Organizations offering to pay travel expenses of NCUA employees must be notified that payment can only be made directly to NCUA. Employees will be reimbursed, to the extent permitted by travel regulations, after the submission of travel vouchers. Acceptance of payment by NCUA is permitted when an NCUA employee attends a conference or meeting to provide insight into NCUA policy or to discuss general issues of interest to credit unions. Acceptance of payment by NCUA will not be permitted when the purpose of the meeting is to influence decision on policy-making functions of the Agency or relates to specific business dealings between a private source and NCUA. Approval of the acceptance of such payments must be obtained in advance, in writing, from the Executive Director.

1-10 TRAVEL PROMOTIONAL MATERIAL: Federal regulations require that all travel promotional material (coupons, cash, merchandise, etc.) received by an employee in connection with official travel cannot be retained by the employee and must be relinquished to the government. This includes "frequent flyer" bonus trips. Miles accrued from official travel may not be applied toward personal trips. For regional personnel, all travel promotional materials are to be forwarded to the Regional Director and, to the extent possible, used for official travel of regional personnel. Materials that cannot be used are to be submitted to the Controller's Office. All travel promotional materials received by Washington office staff are to be submitted to the Controller's Office.

CHAPTER 2

TRANSPORTATION

2-1 SELECTION OF METHOD OF TRANSPORTATION: Travel on official government business must be by the method of transportation which will result in the greatest advantage to the government, cost and other factors considered. In selecting a particular method of transportation, consideration will be given to energy conservation and to the government's total cost, including per diem, overtime, lost work time, and actual transportation cost. Additional factors to be considered are the total travel distance, number of points being visited, and number of employees. NCUA requires that the employee must travel by the most expeditious means of transportation practicable. Personal preference or minor inconvenience to the employee will not be considered when making this determination.

2-2 ROUTES OF TRAVEL: Official travel must be by the most direct route. Travel by other routes will be allowed only when claims for such travel are supported by satisfactory explanations of the official necessity for the indirect route. In cases where an indirect route or transportation method is selected by the traveler for personal convenience or annual leave, the lesser of the actual total expense incurred or the amount of expense that would have been incurred via the direct route or transportation method may be claimed. The voucher claiming such expense must be accompanied by a separate comparative cost statement.

2-3 PRIVATELY OWNED VEHICLES:

a. Mileage Payments: When privately owned vehicles (POV) are used by employees in the conduct of official business and their use is advantageous to NCUA, reimbursement will be on a mileage basis.

b. Distance Measurements:

Automobile and Motorcycle Travel: When transportation is authorized or approved via a privately owned automobile or motorcycle, distances between points traveled must be as shown in a standard highway mileage guide or the actual miles driven as determined from the odometer readings (odometer readings need not be shown on the travel voucher). Any substantial deviation from the distance shown in the standard highway mileage guide must be explained on the travel voucher. Mileage may be paid from whatever point the employee begins the travel.

c. Other Allowable Costs: Reimbursement for parking, ferry, bridge, road and tunnel fees are allowed in addition to the mileage allowance.

(1) Receipts: Receipts must be submitted as supporting documentation for all lodging costs, taxicab and limousine fares exceeding $10, and other allowable expenditures exceeding $25.00.

2-4 POV AS ADVANTAGEOUS TO NCUA:

a. Authorized Mileage Rates: When the use of a POV is authorized or approved as advantageous to NCUA for the performance of official travel, reimbursement to the employee will be at the mileage rate prescribed below:

(1) Privately owned motorcycle: 20 cents per mile
(2) Privately owned automobile: 20.5 cents per mile
(3) Privately owned airplane: 45 cents per mile

b. Mileage Rate Outside the Conterminous U.S.: Generally, the mileage rates prescribed above are applicable outside as well as within the conterminous U.S.

c. Special Rule when Relocation Travel is Involved: The rules contained in this chapter do not apply when privately owned automobiles are used in connection with permanent change-of-station travel. Refer to Chapter 6 for the applicable mileage rates.

d. To and From Common Carrier Terminal and Office:

(1) Round Trip in Lieu of Taxicab to Carrier Terminals: In lieu of the use of a taxicab, payment at the rate of 20.5 cents per mile and other allowable costs will be allowed for the round trip mileage of a POV used by an employee going to or from either the employee's home or place of business and the carrier terminal. The amount of reimbursement for the round trip may not in either instance exceed the taxicab fare, including tip, allowable for a one-way trip between applicable points.

(2) Round Trip in Lieu of Taxicab Between Residence and Office on Day of Travel: In lieu of the use of a taxicab, payment at the rate of 20.5 cents per mile and other allowable costs will be allowed for the round trip mileage of a POV used by an employee going to or from either the employee's home or place of business and the carrier terminal. The amount of reimbursement for the round trip may not in either instance exceed the taxicab fare, including tip, allowable for a one-way trip between the points involved. Parking at the employee's place of business is normally not a reimbursable expense. However, parking may be authorized by the Regional/Office Director when it can be determined that such use is advantageous to the government (e.g., Employee normally takes public transportation to regional office and home but brings in POV and incurs parking expense so as to have POV available for evening meeting with a credit union).

e. Parking at Terminal: The fee for parking an automobile at a common carrier terminal or other parking area while the employee is away from the official duty station will be allowed only to the extent that the parking fee plus the allowable mileage reimbursement to and from the terminal or other parking area does not exceed the estimated cost for using a taxicab round trip.

2-6 PREFERENTIAL USE OF POV IN LIEU OF COMMON CARRIER: When one or more employees use a single POV for official travel as a matter of personal preference in lieu of common carrier transportation, reimbursement will be computed on a mileage basis based on the actual miles of travel incurred. However, the mileage cannot exceed the cost of travel via common carrier plus per diem/actual subsistence expense of all employees involved.

2-7 MORE THAN ONE EMPLOYEE IN VEHICLE: Mileage reimbursement will be paid to only one of two or more employees (namely the driver) traveling together on the same trip and in the same vehicle. The names of the employees accompanying the driver and their employing agencies must be stated on the claimant's travel voucher.

2-8 GSA VEHICLE:

a. Examiners may qualify for a GSA vehicle upon approval of the Regional Director if they drove an average of 1000 miles per month during the previous calendar year. An examiner who is transferred to a new district in which the previous examiner qualified for a GSA vehicle may be eligible for a GSA vehicle upon approval by the Regional Director. Staff members who are assigned GSA vehicles may retain the vehicle even though their mileage is temporarily reduced below the standards presently in effect.

b. If GSA is unable to provide an examiner with a GSA vehicle, then the examiner is authorized to use a POV and claim allowable mileage and other expenses.

c. If any employee has been assigned a GSA car but the car is not available for use, he or she is authorized to use his/her privately owned vehicle and to claim the mileage rate currently approved for NCUA. When this situation occurs, a statement must be shown on the travel voucher justifying the use of the privately owned vehicle. A sample statement is as follows:

"GSA vehicle being repaired and replacement vehicle was not available."

d. If an employee has been assigned a GSA car and chooses for personal reasons not to use the GSA car, he/she may use his/her privately owned automobile on official business, but the mileage reimbursement is 7.5 cents per mile. A statement explaining that privately owned auto was used for personal reasons should be shown below the entry on the travel voucher. GSA cars may not be used for personal purposes under any circumstances.

e. The driver of a GSA vehicle is provided a manual by GSA. He/she should become familiar with the manual as it provides instructions in case of accidents or emergencies.

2-9 REIMBURSEMENT FOR RENTAL VEHICLE:

a. Individual or blanket authority to rent an automobile from a commercial rental agency may be granted by the appropriate Office Director or Regional Director, or designated alternates, if advantageous to NCUA. Approval should be obtained prior to renting an automobile whenever possible. Employees should inquire about and use any discounts applicable to government employees. U.S. government contract automobile rental rates are listed in the back of GSA's Federal Travel Directory.

b. The dates of rental car use must be stated on the travel voucher and a copy of the rental agreement will be provided as supporting documentation. Travel via a rental car will be used only when it is determined that the use of a POV, bus, taxi, subway, streetcar, or other means of public transportation would not be advantageous to the government. This determination will be made prior to the performance of travel. **Optional personal accident insurance and collision damage waiver are not reimbursable.**

2-10 TAXICABS:

a. Approval: The use of taxicabs for local travel may be allowed if advantageous to NCUA. However, available courtesy transportation service furnished by hotels/motels should be used to the maximum extent possible as a first source of transportation between common carrier terminal and place of lodging at the temporary duty point. Conditions under which taxicabs may be used include, but are not limited to: unavailability of local transportation at the necessary time, burdensome official and personal baggage, or security of official property.

b. Use of Mass Transit in Lieu of Taxicabs: Buses, subways, and airport limousine should be used in lieu of taxicabs if advantageous to the government.

c. Receipts: Receipts are required and will be attached as supporting documentation to the travel voucher when cab or limousine fare, including applicable tip, exceeds $10. When receipts are not available, the expenditure will be explained on the voucher.

2-11 BETWEEN RESIDENCE AND OFFICE ON DAY TRAVEL IS PERFORMED: Reimbursement may be authorized or approved for usual taxicab fares, plus tip, from: (1) the employee's residence to office on the day of departure from the office when the offical trip requires at least one night's lodging; and, (2) from the office to residence on the day of return, in addition to subway, limousine, and/or taxi fares for travel between the office and the carrier terminals.

2-12 BETWEEN OFFICE AND RESIDENCE IN CASES OF NECESSITY: Reimbursement for usual taxicab fares paid by the employee for travel between office and residence may be authorized or approved by the appropriate Office or Regional Director for conduct of official business at an employee's official duty station only when the employee is: (1) dependent on public transportation for such travel; (2) officially ordered to work outside of regular working hours; and, (3) traveling during hours of darkness or infrequently scheduled public transportation. Reimbursement is authorized only when all of these conditions are met.

2-13 AIRPLANES, TRAINS AND SHIPS:

a. General Policy: It is government policy that less-than-first-class accommodations must be used for travel via airplane, train and ship. Common carrier accommodations will apply to both domestic and international travel. Only limited exceptions to this policy may be permitted as set forth below. Mere assignment scheduling difficulties or personal convenience will not be considered.

b. Approval Authority: The use of first-class air accommodations will be approved by the appropriate Office Director, Regional Director, or Executive Director. Authorization for the use of first-class accommodations will normally be obtained in advance of the travel, in writing, unless extenuating circumstances or emergency situations make advance authorization impossible. If advance authorization cannot be obtained, the employee will provide a written comprehensive statement supporting the urgency and necessity for first-class travel.

c. Employee Responsiblity and Documentation: The employee must certify on the travel voucher the reasons for the use of first-class air accommodations. Specific authorization or approval must be attached to or stated on the travel voucher and retained for the record. A simple statement that coach seating was not available is not adequate justification. In the absence of specific authorization or approval, the employee will be responsible for all additional costs resulting from the use of first-class air accommodations. (The additional cost is the difference between the first-class accommodations used and the coach fare.)

d. Use of First Class Accommodations: Circumstances justifying the use of first-class air accommodations are:

(1) Employee certification required: First-class accommodations may be used when regularly scheduled flights between the authorized origin and destination points (including connection points) provide only first-class accommodations (i.e., only one class of service) and the employee certifies this circumstance on the travel voucher. Note: The use of first-class accommodations in this instance need not be reported under the provisions below.

(2) Authorization or approval required: The use of first class accommodations may be authorized or approved when:

—Space is not available in the less-than-first-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it cannot be postponed;

—The employee is handicapped or otherwise physically impaired to the extent that other accommodations cannot be used, and such condition is substantiated by competent medical authority;

—Exceptional circumstances make their use essential to the successful performance of the NCUA mission;

—Less-than-first class accommodations on foreign carriers do not provide adequate sanitation or health standards;

—The use of first-class accommodations would result in an overall savings to the government based on economic considerations, such as the avoidance of additional subsistence costs, overtime, or lost productive time that would be incurred while awaiting availability of less-than-first-class accommodations.

2-14 FEDERAL CONTRACT AIR SERVICE AND TRAVEL DIRECTORY: The federal government has agreed to place all its official air travel requirements with contract airlines offering service between designated city-pairs listed in the Federal Travel Directory published by GSA. NCUA employees will use this directory for all travel services listed, if advantageous to NCUA. Employees will be mailed directories as they become available from GSA and its contents will be considered as a part of the NCUA Travel Manual.

2-15 PURCHASE OF AIRLINE TICKETS AND USE OF TRAVEL AGENTS: Airline tickets may be purchased directly from airline ticket offices located in airports and major cities, from scheduled airline traffic offices (SATO's) or from GSA's federal travel management centers (FTMC's). Either Government Transportation Requests (GTR's) or the Diners Club Card may be used and, in either case, available government discounts should be demanded and received. SATO's offer a variety of tickets and are staffed by paid representatives of various scheduled airline carriers. FTMC's are operated by travel agencies under contract with the General Services Administration and offer a full range of travel agent services. A list of all operational SATO's and FTMC's is provided at the end of the Federal Travel Directory.

2-16 USE OF U.S. FLAG AIR CARRIERS: Employees will use U.S. flag air carriers where travel is performed by commercial air between the United States and a foreign country or between foreign countries. The use of foreign flag air carrier may be authorized or approved only when a U.S. flag air carrier is unavailable.

CHAPTER 3

DINERS CLUB CHARGE CARD PROGRAM

3-1 GENERAL: A charge card program has been established by the General Services Administration (GSA) to facilitate official business travel by government employees. GSA has awarded the contract for this program to the Diners Club, Inc., and NCUA is one of the participating federal agencies. Through this program, NCUA employees are provided a widely accepted charge card and travel and baggage insurance at no cost. In addition, the administrative burden associated with applying for, keeping records of, and liquidating travel advances is eliminated and NCUA's cash flow and interest income are greatly improved by the reductions of required travel advances.

3-2 EMPLOYEE CHARGE CARD PROGRAM CRITERIA: Under this program, employees will use the charge card to pay for major travel and transportation expenses; i.e., passenger transportation tickets, vehicle rental charges, lodging, meals, etc. Personal funds must be used for other expenses when the charge card is not accepted; i.e., laundry, parking, local transportation, tips, and official telephone calls.

a. Issuance and participation: Traveling NCUA employees who desire to participate in the charge card program will complete an employee charge card account application and employee acknowledgement (exhibits 4. and 5.) for agency approval and submission to the contractor. The charge card will be issued directly to the employee in his or her name.

b. Use of charge cards:

(1) Charge cards issued under this program will be used solely for expenses incurred in conjunction with official travel. The employee will use the charge card to pay for official travel expenses to the maximum extent possible. There is no preset expense limit on the charge cards. However, employees are cautioned that charges in excess of authorized and allowable travel and transportation expenses (i.e., lodging and/or meal costs which exceed authorized amounts) will be the financial responsibility of the employee. Use of the charge card does not relieve the employee of prudent travel practices and observance of rules and regulations governing official travel as set forth in this manual and in the FTR.

(2) The charge card will be presented as payment for passenger transportation services (including services under contract fares offered by carriers under contract to GSA) to the transportation carrier, SATO, travel agency, or Travel Management Center (TMC) operated under GSA contract.

c. Monthly contractor billings and payment: All charges to the charge card account will be billed by the contractor directly to the individual employee on a monthly basis. No interest or late charges will be assessed by the contractor on the employee charge card billings. However, all charges billed directly to the individual employee are due and payable in full to the contractor within 25 days of the billing date. Extended or partial payments are not permitted under this program.

Employees will receive a detailed statement of billing and paying procedures, as well as instructions on how to request billing adjustments and corrections, with the card. Disputed charges or other billing problems may be reported to the Diners Club Corporate Research Service free of charge by calling 800-525-9135, or by writing to:

Citicorp Diners Club
Corporate Accounts Division
Denver CO 80217

d. Travel voucher claims:

(1) Upon completion of official travel, the employee will prepare and submit a travel voucher in the usual manner for reimbursable expenses in accordance with this manual, together with required receipts, to the Controller's Office (CO). The employee will be reimbursed for authorized and allowable travel and transportation expenses claimed on the voucher.

(2) Unused transportation tickets: Employees will submit any unused transportation tickets (wholly or partially unused) to the appropriate transportation carrier or ticket issuing facility for a refund to be credited to the employee's charge card account. The employee may claim reimbursement on the travel voucher only for the cost of transportation tickets actually used.

e. Charge card issuance:

(1) The contractor will issue charge cards only upon the request of the NCUA authorized representatives.

(2) After the charge card account application and employee acknowledgement have been completed by the employee, these forms will be forwarded to the CO through the employee's office.

(3) The contractor will mail charge cards directly to authorized individuals or to requesting offices within three working days of notification to the contractor.

f. Charge card cancellation: Cancellation of charge cards may be made by the Controller's Office, an employee, or the contractor. The contractor may automatically suspend a card when the account is 90 days past due and may automatically cancel a card when the account is 120 days past due without prior consultation with and concurrence of NCUA. Cancellation requests may

be accomplished by telephone notification, with subsequent written confirmation to the contractor. Cancellation requests by employees must be confirmed through their office to the Controller's Office.

g. Lost or stolen charge cards: Neither NCUA nor the employee is responsible for any charges incurred against a lost or stolen card provided, however, that the employee reports loss of the card to the contractor promptly in accordance with the terms of the card-member agreement accompanying the charge card at the time of issue.

h. Financial obligations/liability:

(1) Employee: Except for promptly reported lost or stolen charge cards, employees with individually assigned charge cards are liable for all billed charges. Government employees are required to pay their just financial obligations in a proper and timely manner pursuant to section 206 of Executive Order 11222 (May 8, 1965) and Office of Personnel Management Regulations, 5 CFR 735.207. At the request of the contractor, NCUA may assist in the collection process of individual employee accounts delinquent after 60 days. This action will be coordinated between the employee's office and the Controller's Office.

(2) NCUA: NCUA will assume no liability for charges incurred on individual employee charge cards, nor will NCUA be liable for lost or stolen charge cards issued to individual employees.

i. Terminated employees: The charge card, as with other accountable items, will be surrendered to the agency when an employee transfers or terminates. Regional and Washington Offices will include the tender of the charge card in the clearing process. The destroyed card will then be forwarded to the Controller's Office.

CHAPTER 4

GOVERNMENT TRANSPORTATION REQUESTS AND ADVANCE OF FUNDS

4-1 GENERAL: Employees traveling on official business who have not obtained a Diners Club card may use Government Transportation Requests to purchase common carrier transportation tickets.

4-2 PURCHASE OF COMMON CARRIER TRANSPORTATION:

a. Use of GTR: The GTR will be issued and used only for officially authorized passenger transportation by common carrier (i.e., air, bus, rail, or ship). A GTR will not be issued or used for:

(1) Personal use or transportation services or privileges which increase or exceed the cost of transportation officially authorized. When an indirect route or accommodations superior to those authorized are requested or used by the employee for personal reasons, the additional cost, including the applicable share of the federal transportation tax, will be at the employee's personal expense and paid directly to the carrier;

(2) Individually procured taxicab, airport limousine, intracity transit, rental automobiles, or other for-hire automobile services;

(3) Payment of toll road or toll bridge charges.

b. Issuance of GTR's: Washington Offices and Regional Offices may obtain GTR's from the Controller's Office (CO) in lots of 10-20 books. The Office/Regional Director will prepare a memorandum requesting the GTR's and will sign a receipt for the books and return the receipt to CO. CO will maintain an accountability record issued to the Office/Regional Directors. Office/Regional Directors will maintain separate accountability records of the GTR's issued to their employees. Employees are responsible for safeguarding GTR's and for recording used GTR's in the book cover and will be held accountable for all GTR books issued to them. When the GTR book is completely exhausted, the completed, empty book cover will be returned to the issuing office. A new book of GTR's will be issued when the empty bookcover is returned. However, when an employee is in a continuous travel status, and it is in the best interest of the government not to interrupt travel, the employee may request and receive a new book of GTR's from the issuing office and return the empty book cover within 10 days of receipt of the new GTR's.

c. Lost or stolen GTR's and/or tickets: When a GTR in the employee's possession is lost or stolen, the employee will make an immediate report to the appropriate Office/Regional Director. To the extent possible, the loss should be immediately reported by telephone and followed up by a memorandum from the employee explaining the pertinent details. If the lost or stolen GTR shows the carrier, service desired, and point of origin, then the employee should promptly notify the named carriers. A GTR which is recovered subsequent to having been reported lost will not be used, will be voided by writing the word "VOID" across the GTR in large letters, and will be promptly sent to the appropriate Office/Regional Director. An employee may be held liable for any expenditure caused through negligence in safeguarding GTR usage. The Office/Regional Director must report this type of situation immediately to CO.

Employees are also responsible for safeguarding airline tickets purchased with GTR's. In the event the airline ticket is lost or stolen, the carrier will not provide refund of the charges unless the serial number can be furnished. Consequently, employees should record the ticket's serial numbers separately from the airline ticket.

d. Spoiled and Cancelled GTR's: Spoiled or cancelled GTR's (for reasons other than being lost or stolen) will be marked "VOID" across the face of both the original and the duplicate copy and forwarded to CO, with the travel voucher covering the period in which the GTR was originally issued.

e. Unused Tickets: Those tickets which were purchased with a GTR and not used must be voided and returned to CO. Partially unused tickets will be voided and attached to the travel voucher and sent to CO for processing and refund.

f. GTR Preparation: Original and duplicate GTR's must be legible and must be identical in every detail. Lines should be drawn in spaces that are not used. See Exhibit 6.

g. Reporting Issuance: All GTR's issued to common carriers will be reported to CO on a travel voucher covering the travel period in which the GTR was issued, whether or not the travel was performed during the travel voucher period. The buff copies of GTR's used for the purchase of transportation tickets must be submitted to CO at least monthly, attached to the employee's travel voucher. Receipt of all buff copies of used GTR's is critically important since they must be matched with airline bills prior to payment to the airlines.

h. Employee Separation: Upon separation from service with NCUA or when it is anticipated that the supply of GTR's on hand is no longer needed, employees will return their supply to the issuing office. Certification that unused GTR's have been returned prior to separation is required on Form NCUA-1025 (Clearance of Personnel for Separation or Transfer).

i. Cash Payment for Transportation:

(1) Use of Cash for Tickets Costing $100 or Less: As a general rule, employees may use cash (credit cards or personal funds) to purchase authorized passenger transportation services within the conterminous U.S. when the cost does not exceed $100, excluding federal transportation tax, for each trip.

(a) Cash for payment of passenger transportation services, without regard to the $100 limitation, is authorized when an employee is able to secure a group or excursion fare at a lower rate than the government discount which would otherwise be available.

(2) Documentary Evidence: Receipt, passenger coupon, or other appropriate evidence is required and must be attached to the travel voucher to support claims for reimbursement of cash payment for passenger transportation services in all cases except for use of the local transit systems.

4-3 ADVANCE OF FUNDS

a. General: It is NCUA's policy that travel advances may be provided to newly hired employees in order to ease the financial burden which may be associated with reporting to their first permanent duty station; for change of station moves; for unusual extended travel assignments; and for employees in continuous travel status, such as examiners, as deemed appropriate by the Regional Director or Office Director.

b. Preparation of travel advance application: To obtain an advance, an "NCUA Application for Advance of Funds," Form NCUA-1399 (7/81), must be completed and signed by the employee. The Regional Director or Office Director must approve and sign the advance request and submit it to CO. The NCUA-1399 should be submitted to CO at least ten (10) workdays prior to the date the advance of funds is required to ensure availability to the employee prior to the date of travel departure. See Exhibit 7. The amount requested should not exceed the per diem or subsistence expenses which are reasonably anticipated prior to voucher reimbursement. Details concerning change of station advances are explained in Chapter 7 of this manual.

c. Recovery of Travel Advances:

(1) Deduction from vouchers: Advances to travelers not in continuous travel status must be repaid immediately upon completion of the travel assignment. This will be accomplished by authorizing a deduction from the amount claimed on the employee's travel voucher and/or submitting a personal check or money order. If the travel advance amount is less than the total amount claimed on the travel voucher, the employee will be reimbursed the net amount. In the event the travel advance exceeds the reimbursable amount, the employee must refund the excess immediately as prescribed above. An employee with an outstanding travel advance balance who is resigning or retiring from NCUA must submit a personal check, money order, or cash to CO to repay the travel advance prior to separation. Certification that no outstanding travel advance exists is required on Form NCUA-1025 (Clearance of Personnel for Separation or Transfer).

(2) Direct refunds: In the event of cancellation or indefinite postponement of an authorized travel assignment, the employee will refund the total advance by submitting a personal check or money order made payable to NCUA. In the event the travel advance check has not been cashed by the employee, the check will be returned to CO.

(3) Other means of recovery: Outstanding advances for which travel has been completed and which have not been recovered by deductions from travel vouchers or voluntary refunds by the employee will be recovered by methods considered appropriate by the Controller.

(4) Confirmation: Travel advance balances will be confirmed with employees by the CO at least annually.

CHAPTER 5

PER DIEM

5-1 GENERAL: An employee will not be reimbursed for per diem at the permanent duty station. The Terms "Permanent Duty Station" and "Official Duty Station" are synonymous and will be defined as the corporate limits of the city or town to which an employee is permanently assigned.

5-2 EXPENSES COVERED BY PER DIEM: Per diem includes expenditures for meals (i.e., breakfast, lunch, and dinner) lodging, personal use of room during daytime, fees and tips to waiters, skycaps, porters, baggagemen, bellboys, hotel maids, dining room stewards, and telegrams and telephone calls reserving hotel accomodations, and valet service (laundry, dry-cleaning and pressing of clothing). It is NCUA policy that receipts will be required to support all lodging costs and must be submitted as an attachment to the travel voucher on which lodging costs are claimed.

5-3 MAXIMUM LOCALITY RATES: A per diem allowance for travel on official business may be authorized within the following maximums:

a. Conterminous U.S.: For travel within the conterminous U.S. at a daily rate not in excess of $50 (based on lodgings-plus method of computation).

b. Nonforeign Areas: For travel outside the conterminous U.S., including Alaska, Hawaii, the Commonwealth of Puerto Rico, the Republic of Panama, and U.S. territories and possessions, at a daily rate not in excess of the rate prescribed by the Secretary of Defense and published periodically in the Federal Register. These rates will be distributed periodically and may also be obtained from the Controller's Office (CO).

c. Foreign Areas: For travel to areas outside the U.S. other than those stated above, (including the Trust Territory of the Pacific Islands), at a daily rate not in excess of the rate prescribed by the Secretary of State and published in the Standardized Regulations (Government Civilians Foreign Areas). These rates may be obtained from CO.

d. High Rate Areas: See Chapter 6.

5-4 PER DIEM RATES WITHIN CONTERMINOUS U.S.:

a. General: Employees should claim only such per diem expenses as justified by the circumstances affecting the travel. Consideration should be given to factors which will reduce expenses, such as known arrangements at temporary duty locations where special rates have been made available for a particular meeting or conference. Travelers are expected to stay in acceptable hotels, motels, or other lodgings and will be expected to obtain the most economical available rates for adequate and reasonable accommodations. When making reservations, the traveler should request government rates which are available at most hotels/motels.

b. Lodgings-plus Per Diem Method: For travel of more than 24 hours, per diem will be computed under the lodgings-plus method. Under the lodgings-plus method of reimbursement, the per diem rate is determined on the basis of the average amount the employee pays for lodgings (i.e., the average cost of lodgings incurred while traveling on official business during the period covered by the travel voucher, rounded up to the next whole dollar), plus an allowance of $23 for meals and miscellaneous expenses, not to exceed $50. The resulting amount will be the per diem rate for the voucher period. The computation of per diem reimbursement is based on a four-quarter day when travel is in excess of 24 hours, as follows:

12:01 am to 6:00 am	1st quarter
6:00 am to 12:00noon	2nd quarter
12:01 pm to 6:00 pm	3rd quarter
6:01 pm to 12:00 midnight	4th quarter

c. Computing Lodgings-plus Per Diem: The average cost of lodgings will be determined by adding together the total lodging costs (including tax) incurred for all trips claimed on a travel voucher. Divide this sum by the number of nights during the voucher period that lodging was required away from home or official duty station regardless of whether lodging was provided at no cost. Exclude the day of return to official station from this computation. This amount is the average lodging cost and will be added to the $23 allowance for meals and miscellaneous expenses. Round this figure to the next highest dollar. The resulting amount, not to exceed the daily maximum $50 rate, is the applicable per diem rate for the entire period covered by the voucher.

One-fourth of the per diem rate is allowed for each quarter day or fraction of a calendar day including the day of departure from and return to the official duty station or residence. The following example is provided regarding an employee who began a trip on Monday and returned on Friday (lodging was provided at no cost on Wednesday):

Monday	$31.00	(departed at 7:00 a.m.)
Tuesday	28.72	
Wednesday	-0-	(stayed with relatives)
Thursday	27.68	
Friday		(returned at 11:45 a.m.)
Total Lodging	$87.40	
Divided by 4 =	$21.85	(average cost of lodging)
Add Meals and Miscellaneous Allowance	$23.00	
Total	$44.85	

Round to next highest dollar: $45.00 - This is the per diem rate for the entire trip.

The above computation is not required to be shown on the voucher. However, an employee must use the lodging-plus computation in establishing the per diem rate for the travel voucher.

Per diem reimbursement for the above-mentioned trip would be as follows:

Monday	$45 per diem rate x	3/4 day per diem =	$ 33.75
Tuesday	$45 per diem rate x	1 day per diem =	$ 45.00
Wednesday	$45 per diem rate x	1 day per diem =	$ 45.00 (even though lodging provided at no cost
Thursday	$45 per diem rate x	1 day per diem =	$ 45.00
Friday	$45 per diem rate x	1/2 day per diem =	$ 22.50

Total Per Diem
Entitlement $45 per diem rate x 4 1/4 days per diem = $191.25

d Voucher Period: The "voucher period" is defined as the period of time covered by one travel voucher in which claims for one or more trips or portions thereof are made. This period is normally one month.

e Lodgings plus per diem rate applicable for all days: The per diem rate established under the above procedures applies to all travel days claimed during the voucher period regardless of the number of trips involved, except for those days where actual (subsistence) expenses are authorized.

f Overnight Travel by Commercial Carrier: When overnight travel via airplane, train, etc., is accomplished with or without benefit of sleeping accomodations, that night is considered as "lodging provided at no cost" for purposes of the lodgings-plus method of computation.

g Use of Recreational Vehicles: Per diem may be allowed when the employee uses a recreational vehicle (RV) while on temporary duty away from the official duty station. The trailer parking fee and charges for propane gas, electrical hook-up fees, etc., may be claimed in lieu of a lodging cost in computing the lodgings-plus method of computation.

h When Lodgings are not Required: For a travel assignment where a lodging cost is not incurred (as a result of lodging provided at no cost) or when lodging is not required, such as for travel of 24 hours or less, the daily per diem rate will be $23, which is the maximum allowance for meals and miscellaneous expenses.

i Reduced Daily Per Diem Rate when Meals and/or Lodging are Provided: When meals and/or lodging are provided by NCUA or the federal government without charge or at a nominal cost, an appropriate reduction of the authorized per diem rate may be made by the appropriate Office/Regional Director.

5-5 PER DIEM RATE FOR TRAVEL OUTSIDE THE CONTERMINOUS U.S.: Per diem rates referred to in 5-3b and 5-3c will apply for localities outside the conterminous U.S. The provisions and computation method specified in section 5.4 also apply to travel outside the conterminous U.S.

5-6 INTERRUPTIONS OF PER DIEM ENTITLEMENT:

a. Leave and Nonworkdays:

(1) General: The following leave rules are applicable to employees who are in a travel status or at a temporary duty station. If the leave of absence begins or ends within an employee's prescribed hours of duty, the per diem entitlement will end at the beginning of the next quarter day during which the leave of absence begins or will begin with the quarter day during which the leave of absence ends, except as otherwise provided below. When the leave of absence exactly coincides with the duty hours, no per diem may be allowed on that workday. Per diem is contingent upon the number of hours of leave charged to an employee.

Rule of Thumb: "No work, no per diem." For example: Assuming the duty hours to be 8:30 a.m. to 5:00 p.m., an employee whose leave begins at 10:30 a.m. on Tuesday and who returns to duty at 2:00 p.m. on Thursday is entitled to one-half day per diem on Tuesday, no per diem on Wednesday, and one-half day of per diem on Thursday. In effect, per diem would end at 12:00 noon on Tuesday and begin at 12:00 noon on Thursday.

(2) Nonworkdays: Employees are considered to be in a per diem status on nonworkdays unless they return from their travel assignment to their official duty station or residence (place of abode from which they commute daily to their official duty station), or unless they are in a leave status at the end of the workday preceding the nonworkday(s) and at the beginning of the workday following the nonworkdays. Saturdays, Sundays and federal government holidays are considered nonworkdays.

(3) Leave of Less than Eight Hours Within One Calendar Day: Leave taken during one workday but not extending into the next workday will be disregarded for per diem purposes, providing the leave is one-half or less of the prescribed working hours. For example, when an employee begins leave at 2:00 p.m. and the workday ends at 5:00 p.m. (3 hours), there is no reduction on the per diem entitlement. However, when an employee begins leave at 8:30 a.m. and returns to duty at 2:00 p.m. (5 hours leave), only one-half of the daily per diem rate will be allowed for the day.

(4) Part-day Leave Extending Between Succesive Workdays: Leave taken at the end of one workday which extends into the next workday will be disregarded for per diem purposes if the total leave taken on both days is one-half or less than one-half of the prescribed working hours for one day.

For example: an employee begins leave at 4:00 p.m. on Wednesday (1 hour) and returns to duty at 9:30 a.m. on Thursday (1 hour). The total leave taken is 2 hours which is one-half or less of the prescribed working hours; therefore, full per diem is allowed for both Wednesday and Thursday.

However, if the same employee began leave at 4:00 p.m. on Wednesday (1 hour) and returned to duty at 12:30 p.m. on Thursday (4 hours), there is a combined absence of 5 hours. In this instance per diem would terminate at the end of the quarter in which leave began on Wednesday (at 6:00 p.m.) and begin with the quarter in which leave ended on Thursday (12:00 noon). Three quarters day per diem would be allowed for Wednesday and one-half of a day per diem for Thursday.

b. Illness or Injury:

(1) General: Whenever an employee is incapacitated for duty due to illness or injury not due to his/her own misconduct and takes leave of any kind, the prescribed per diem will be continued for a period not in excess of 14 calendar days (including fractional days and nonworkday(s) in any one instance of illnesss. Per diem may be approved for a longer period of time on a case-by-case basis.

(2) Evidence of Illness: The type of leave and its duration must be stated on the travel voucher and should contain a statement that the supervisor has given his/her approval.

5-7 RETURN TO OFFICIAL STATION FOR NONWORKDAYS: An employee may be ordered to return to the official duty station for nonworkdays, for business, or because it is more advantageous to the government. In instances when an employee voluntarily returns to the official duty station or place of abode (place from which employee commutes daily to official duty station) for nonworkdays, the reimbursement allowed for the round-trip transportation and per diem enroute may not exceed the per diem and travel expenses which would have been allowed had the employee remained at the temporary duty station. A cost comparison must be shown on the travel voucher.

5-8 INDIRECT ROUTE OR INTERRUPTED TRAVEL: Where an employee interrupts the travel or deviates from the direct route for personal convenience, the allowable per diem may not exceed that which would have been incurred on uninterrupted travel by the direct route and the excess travel time will be chargeable to annual leave.

5-9 PER DIEM COMPUTATION RULES:

a. No allowance at permanent duty station: Per diem may not be allowed an employee at the permanent/official duty station or place of abode (place from which employee commutes daily to the official duty station).

NOTE: This does not preclude employees who start from and/or return to their residence from claiming full or partial per diem.

b. Use of Recreational Vehicle: Per diem may be allowed when using travel trailer or camping vehicle while on temporary duty away from the official duty station.

c. Duty to record pertinent times: The date and hour of departure from and arrival at the official duty station or any place at which official travel begins or ends and the point at which temporary duty is performed will be shown on the travel voucher. This rule is also applicable to those instances where an employee travels to the same temporary duty point for several days, departing and arriving at the exact time. The hour of departure and arrival will be recorded based on the local time then currently in effect for the localities involved.

d. Computation of Basic per Diem:

(1) Travel of 24 hours or less: For continuous travel of 24 hours or less (regardless of whether overnight lodging is required), the entitlement to per diem will begin with the time that travel starts and end with the time that travel is completed. For each six-hour portion of this period or fraction thereof, one-fourth of the per diem rate will be allowed.

(a) 10 Hour Rule: Per Diem will not be allowed when the travel period is 10 hours or less during the same calendar day except when the travel period is 6 hours or more and travel begins before 6:00 a.m. or terminates after 8:00 p.m.

(2) Travel of More Than 24 Hours: In computing per diem for continous travel of more than 24 hours, the calendar day contains four six-hour quarters. When a change in the per diem rate is made during a day, the rate of per diem in effect at the beginning of the quarter in which the change occurs continue to the end of the quarter.

NOTE: Per diem and actual subsistence expense will not be claimed in the same calendar day. Only one method of computation per day is permissible, and it is based on where the traveler is located at day's end.

e. Beginning and Ending Per Diem: For computing per diem, official travel begins at the time the employee leaves the residence, office, or other point of departure and ends when the employee returns there at the conclusion of the trip.

f. 30 Minute Rule: When the time of departure is within 30 minutes prior to the end of a quarter or the time of return is within 30 minutes after the beginning of a quarter day, per diem for either such quarter day will not be allowed, unless a statement is provided on the travel voucher explaining the necessity for the departure or return at that hour.

CHAPTER 6

ACTUAL SUBSISTENCE EXPENSE

6-1 GENERAL POLICY: Authority to reimburse actual and necessary subsistence expenses (actual expenses) incurred during official travel is contingent on entitlement to per diem (see 5-1) and will be limited to travel assignments to high rate geographical areas (HRGA's) listed in Exhibit 14., or for which it is determined that the maximum per diem allowance would be inadequate to cover the employee's necessary subsistence expenses due to the unusual circumstances of the travel assignment. Authorization for travel on an actual expense basis for travel to other than HRGA's must be approved in advance of the assignment by the employee's Regional Director or Office Director.

a. Travel to HRGA's: Actual expense reimbursement is authorized whenever temporary duty travel is performed in a location listed in Exhibit 14. as a HRGA except when the HRGA is only an enroute or an intermediate stopover point at which no official duty is performed (e.g., a layover or a change of planes). The Regional/Office Director may authorize an employee a subsistence rate higher than the rate shown in Exhibit 14., not to exceed $75 per day, if travel involves unusual circumstances which cause the prescribed maximum rate to be inadequate.

b. Actual Expense Reimbursement in Lieu of Per Diem: If travel to a per diem area involves unusual circumstances which cause the per diem rate to be inadequate, the Regional/Office Director may authorize a higher maximum subsistence rate not to exceed $75 per day. Reimbursement must then be claimed on a subsistence (actual cost) basis.

Guidelines for Determining Unusual Circumstances of the Travel Assignments: Authorization for actual expense reimbursement or an increased maximum rate will not be approved without full consideration of the circumstances surrounding the travel assignment. Consideration should be given to the following:

(1) The actual and necessary expenses exceed the maximum per diem or HRGA allowance by 10% or more; or,

(2) The employee has no alternative but to incur lodging costs which absorb all or practically all of the maximum per diem allowance. The reason for incurring higher lodging costs must be stated on the request for actual subsistence expenses.

NOTE: Notwithstanding the criteria outlined above, the reason cannot be solely based upon inflated lodgings and/or meal costs since inflated costs are common to all travelers. Some unusual circumstances of the travel assignment must also be involved.

(3) Travel which involves unsual circumstances may include but not be limited to the following situations:

(a) The employee attends a meeting, conference, or training session away from the official duty station where lodgings and/or meals must be procured at a prearranged place (e.g., the hotel where the training session is being held) and the employee must lodge there to fully participate in the training session which begins at an early hour and ends late in the day and the lodging cost absorbs all or practically all of the maximum per diem allowance.

(b) The temporary duty point is located in an area adjacent to a designated high rate geographical area and the subsistence costs at available facilities are commensurate with those in the high rate geographical area or the employee must of necessity obtain lodging in the high rate geographical area.

c. Approval of Actual Expense due to Unusual Circumstances: The request for actual expenses must be submitted to the Regional Director or Office Director for approval in advance of the planned travel. Written evidence of such approval must be attached to the voucher claiming reimbursement.

6-2 AUTHORIZED REIMBURSEMENT: When the actual expenses incurred during any one day are less than the daily rate authorized, the traveler will be reimbursed only for the lesser amount. Meals obtained near the beginning or the end of a trip, which reasonably could have been obtained at home, are not reimbursable.

a. Maximum Daily Reimbursement: The maximum amount of reimbursement for actual travel expense which may be authorized for each calendar day or fraction thereof is limited as follows:

(1) Designated high-rate geographical areas (HRGA's). For temporary duty travel to or within the cities or locations designated as high-rate geographical areas, a traveler will automatically be placed in an actual subsistence expense status and will be reimbursed for the actual and necessary subsistence expenses incurred, not to exceed the maximum rate prescribed for the particular geographical area involved. (Note—These rates are not to be construed as per diem rates.) See the list of HRGA's in Exhibit 14. This list will be updated periodically.

(2) Lodgings Provided. For travel in the conterminous United States when lodging away from the official duty station is required but paid for directly by NCUA rather than by the traveler, the maximum daily reimbursement for meals and other necessary subsistence expenses will be the difference between the maximum allowable daily subsistence or per diem rate for the area and the amount of lodging paid directly by NCUA. For example, if a training conference is scheduled for Washington, D.C., a high rate geographical area with a maximum daily subsistence rate of $75, and the trainees were lodged in a $45-a-night hotel which directly invoiced NCUA for those lodging expenses, then each trainee would be entitled to a maximum daily subsistence reimbursement of $30. This maximum amount may be adjusted downward by the Office or Regional Director as specific circumstances warrant (e.g., a luncheon is provided).

(3) For travel of less than 10 hours: Actual expenses will not be allowed when the travel period during one calendar day is 10 hours or less, except when the travel period is 6 hours or more and begins before 6 a.m. or ends after 8 p.m.

b. Allowable expense: Actual expense reimbursement will be allowed for reasonable amounts incurred for meals (breakfast, lunch, and dinner), lodging, tips, telephone calls to reserve lodging accommodations, laundry, dry cleaning and pressing of clothing. The above-listed expenses other than meals should be included as part of the daily subsistence claimed under "miscellaneous subsistence" and may not be claimed as a separate expense under "other". Laundry or dry cleaning expenses can be prorated throughout the entire period of travel to which they apply.

If a full meal (not a snack) is provided as part of the transportation, the employee may not be reimbursed for the particular meal charge on that day. For example, when an employee is provided lunch on the airplane, the employee would show zero cost for lunch on the travel voucher.

c. Required Receipts: Under the actual expense basis, lodging receipts are always required and will be attached to the travel voucher for all lodgings. Also, receipts for taxicab and limousine expenses in excess of $10 are required. Receipts are also required for any other cash expenditure in excess of $25 and must be attached to the travel voucher.

6-3 SPECIAL RULES FOR MIXED TRAVEL (PER DIEM AND ACTUAL EXPENSES): Travel may be authorized or approved on both a per diem and actual expense basis during a single trip when travel is performed in several locations, including a HRGA.

NOTE: Only one rate and method of reimbursement (per diem or actual expense) will be authorized within the same calendar day.

a. Rate and method of reimbursement determined by location of temporary duty assignment: In instances of mixed travel involving both per diem and actual expense or several HRGA's, the method and rate applicable for the temporary duty point will be based upon where the traveler is located at day's end.

b. Reimbursement for day of return: The method of reimbursement for the day of return to employee's home or official duty station (where lodgings are not involved) will be the same method of reimbursement as authorized for the first day of travel. For example, if an employee is authorized actual subsistence expense reimbursement for the first day of travel, reimbursement for the day of return to home or official duty station will also be on an actual subsistence expense basis; if per diem is authorized for the first day of travel, per diem will also be authorized for the day of return to home or official duty station.

6-4 INTERRUPTION OF ACTUAL EXPENSES:

a. Beginning and/or ending of leave during prescribed working hours: Except as stated below, actual expense allowances terminate when leave begins and resume when leave ends.

b. Whole day(s) of leave: Actual expense allowance ends at midnight of the last working day preceding the day of leave and begins at 12:01 a.m. of the day following the last day of leave. Provided that, if after such leave of absence, the employee returns to a duty status at the same or a different temporary duty station, lodgings will be allowed only for the night preceding the first day's leave of absence or the night preceding a return to duty status, but not both.

c. Illness or injury: The provisions applicable to Per Diem in Chapter 5, Paragraph 6b will also apply to actual subsistence.

d. Fractional days of leave: Fractional periods of leave wholly within a calendar day for half of the prescribed working hours or less will be disregarded for actual expense purposes; where leave exceeds half of the prescribed working hours, no actual expenses will be allowed for that day.

e. Nonworkdays: A traveler will be considered to be on an actual expense basis on nonworkdays under the same rules that are applied to Per Diem in Chapter 5, Paragraph 6a(2).

f. Indirect route or interrupted travel. When there is an interruption of travel or a deviation from the direct route for the employee's personal convenience or through the taking of leave, actual expenses allowed (including transportation) will be the lesser of the total amount which would have been incurred on uninterrupted travel by a direct route or the actual expenses incurred. A separate statement comparing the expenses actually incurred and the expenses which would have been incurred with direct-route travel must be attached to the voucher.

g. Return to official duty station for nonworkdays: At the supervisor's discretion, an employee may be required to return to the official duty station for nonworkdays. In cases where the employee voluntarily returns to the official duty station or the place of abode, the maximum reimbursement allowed for the round trip transportation and the actual expenses enroute will be the necessary travel and actual expenses which would have been allowable had the employee remained at the temporary duty station. A cost comparison must be shown on the travel voucher.

CHAPTER 7

CHANGE OF OFFICIAL DUTY STATION

7-1 GENERAL: Since the regulations affecting payment of expenses incident to change of official duty station are voluminous and are contained in detail in the Federal Travel Regulations, this chapter summarizes those sections which are most frequently applicable to NCUA employees. Questions not answered by the following items should be referred to the Controller's Office (CO).

7-2 DISTANCE REQUIREMENTS: Reimbursement of expenses relating to change in official duty station is allowable when an employee is transferred at the convenience of the government to a new duty station. Change-of-station (COS) costs cannot be authorized when the old and the new posts are within the corporate limits of the same city or town.

A relocation of residence will not be considered as necessitated by a change of official duty station unless the one-way commuting distance from the old residence to the new official station is at least 10 miles greater than from the old residence to the old official station. The circumstances surrounding each particular case (e.g., relative commuting time) should be evaluated by the Office or Regional Director on a case-by-case basis. When the change of official duty station involves a short distance within the same general local or metropolitan area, the travel and transportation expenses and applicable allowances in connection with the employee's relocation will be authorized only when the agency determines that the relocation was necessitated by the change of official duty station. This determination will take into consideration such factors as the reason for transfer, commuting time, and distance between the employee's residence at the time of notification of transfer and his/her old and new posts of duty, as well as the commuting time and distance between a proposed new residence and the new post of duty.

7-3 DOCUMENTS REQUIRED:

a. When an employee has been notified of a change of station, the receiving office (the new duty station) will furnish to the employee the following forms for completion:

   (1) Agreement to Remain in the Service of the Federal Government, NCUA-1030 (Exhibit 8). The employee must sign this agreement before any reimbursement or advances can be made. If the agreement is not kept, the employee must reimburse the government for any monies paid for travel or other expenses related to the change of station.

   (2) Information for Authorization of Moving and Related Travel Expenses, Change of Station, NCUA 1301 (Exhibit 9).

b. Reimbursement will be limited to the items and dollar limitations identified in the Travel Order. No reimbursement can be made without a fully approved Travel Order.

c. Upon completion, these forms will be furnished to the receiving office for preparation of a Travel Order. These forms will then be sent to the Controller for approval.

7-4 ADVANCE OF FUNDS:

a. Employees will use the NCUA Application for Advance of Funds, Form NCUA-1399, (Exhibit 7) to request an advance of funds to cover reimbursable expenses. An advance is not permitted for miscellaneous expenses or real estate costs. Advances may be obtained for the following expenses:

(1) Change of station travel.

(2) Round trip to seek housing.

(3) Subsistence expenses while occupying temporary quarters.

(4) Transportation and storage of household goods and personal effects.

b. After approval by the employee's Office or Regional Director, advance applications should be submitted to the Controller's Office, where they will be processed for payment.

c. The unused portion of the advance must be returned within 60 days after the completion of events for which the advance was granted.

7-5 HOUSEHUNTING TRIP:

a. If authorized, the employee and spouse may be granted a trip on official time to seek permanent residence quarters at the new duty station. The trip must be as brief as possible and cannot exceed ten calendar days, including travel time. If approved, commercial transportation may be purchased via Diners Club card or GTR at government rates or travel by private auto will be reimbursed at the rate of 15 cents per mile if employee or spouse is traveling alone or 17 cents per mile if traveling together. The employee receives $50 per diem and the spouse $37.50 per diem.

b. Reasonable expenses for local transportation at the location of the new official station will be allowed.

c. Expenses for the use of taxis will be limited to transportation between depots, airports, or other carrier terminals, and place of lodging.

d. Separate round trips by the employee and the spouse may be allowed provided the overall cost to the government is limited to the cost of one round trip for the employee and the spouse traveling together. A round trip performed by the employee for this purpose, when authorized, must be accomplished before reporting to the new official station. A round trip by the spouse, when authorized, may be accomplished at any time before relocation of the family to the new official station but not after the expiration of the maximum time allowable for beginning travel and transportation.

7-6 TRANSPORTATION:

a. The government pays for the transportation of the employee and immediate family to the new duty station.

b. The employee and the family may begin and end their travel at different points or may actually take a longer route than necessary but can be reimbursed only for the cost of the most direct travel from old to new duty stations.

c. When an employee uses a privately owned automobile for change-of-station travel, the following mileage rates apply:

Occupants of Automobiles	Rates Per Mile
Employee only, or one family member	$.15
Employee and one family member, or two family members	.17
Employee and two family members, or three family members	.19
Employee and three or more family members, or four or more family members	.20

d. Bridge, road, and tunnel tolls are reimbursable in addition to mileage rates. The employee should record odometer readings at the beginning and end of the trip and keep a record of any tolls paid. Any cash expenditure in excess of $25 or taxicab fare in excess of $10 requires a written receipt.

e. Less-than-first-class accommodations will generally be authorized for travel by common carrier. Necessary charges for taxi, limousine, or helicopter service to make terminal connections are also reimbursable. If an employee who owns an auto chooses to travel by common carrier, shipment of the auto cannot be authorized unless enroute to Alaska, Hawaii, or Puerto Rico.

7-7 PER DIEM:

a. Per diem is granted during the time the employee and the family are in actual travels status. The maximum per diem rates allowable within the United States are:

For the employee	$50.00
For the spouse (when unaccompanied by employee)	$50.00*
For the spouse (when accompanied by employee)	$37.50
For family member 12 years of age and over	$37.50
For family member under 12 years of age	$25.00

*When more than one car is used, the spouse is considered to be accompanying the employee if travel is performed on the same day along the same general route.

b. Per diem allowances are computed on a basis of 300 miles per day minimum for auto travel. Requests for exceptions to the daily minimum driving distance require approval of the employee's Office or Regional Director and can be made, but the traveler must provide a statement on his/her reimbursement voucher fully explaining the circumstances which necessitated the enroute travel delay.

c. When travel is performed by common carrier, per diem is granted for the time spent in travel status.

d. Per diem cannot be paid after arrival at the duty station. Reimbursement for subsistence expenses in temporary quarters until the employee is established in a permanent residence may be allowed.

7-8 TEMPORARY QUARTERS: Temporary quarters are defined as lodging occupied as an expedient before moving into a permanent residence. The employee may be reimbursed for expenses and those of the family while occupying temporary quarters at the new duty station. Temporary quarters of up to 60 calendars days may be authorized. However, an employee is expected to keep temporary quarters to a minimum. In situations where there is an unusual need due to demonstrated circumstances, up to an additional 60 consecutive calendar days may be granted by the employee's Office or Regional Director if needed. In no case may temporary quarters exceed 120 days.

As a general rule, the period for temporary quarters should be reduced or avoided if a round trip to seek permanent residence quarters has been made or if, as a result of extended temporary duty at the new official station or other circumstances (for example, the family does not move until sometime after the employee's transfer), the employee has had adequate opportunity to complete the arrangements for permanent quarters. The administrative determination as to whether the occupancy of temporary quarters is necessary and the length of time for occupancy will be made on an individual case basis by Office and Regional Directors.

Reimbursement will be made for **actual subsistence expenses** which are directly related to occupying temporary quarters and are reasonable in amount and duration. Signed receipts are required for lodging, laundry, and dry cleaning expenses. Receipts are also required for meals in excess of $25. The employee must itemize daily reimbursement expenses in 30-day periods. The maximum daily amounts which may be reimbursed are listed below and the lesser of the actual or the maximum will be reimbursed for each 30-day period. If an extension beyond the initial 60 days is granted, the additional days will be computed at the rates shown below for the second 30 days.

First 30 Days:	
Employee	50.00
Spouse and each child-age 12 years and older	33.33
Child under age 12	25.00
Second 30 Days:	
Employee	37.50
Spouse and each child-age 12 years and older	25.00
Child under age 12	18.75

7-9 TRANSPORTATION OF HOUSEHOLD GOODS AND PERSONAL EFFECTS:

a. The government pays for the shipment of an employee's household goods and personal effects either by commuted rate or Government Bill of Lading.

b. In either case, the maximum weight allowance is 18,000 pounds for all employees regardless of family status. Travel vouchers for shipment of household goods should state that the shipment does not include wines, liquors, animals, or birds.

(1) Commuted Rate System

(a) Under this system, the employee makes his/her own arrangements with a moving company, pays the carrier, and is reimbursed according to the GSA schedule of commuted rates. The amount due the employee is computed by multiplying the number of hundred pound units shipped by the applicable rate for the distance involved. Additional allowances for ferry and bridge services and shipments to and from certain metropolitan areas are reflected on special tables. Extra charges for elevator and stair carry are provided for in the commuted rate table on a separate basis as well. Commuted rate information is available from the Controller's Office and Regional Offices.

(b) If the employee's actual expenses exceed the commuted rate, the employee is paid the commuted rate. Likewise, if actual expenses are less than the commuted rate, the employee is paid the commuted rate. Generally, it is to the employee's advantage to pack dishes, clothing, and other miscellaneous items. Most moving companies will furnish containers designed for these purposes. Costs incurred for containers are not reimbursable.

(c) To claim expenses, the employee must submit an original or a certified copy of the receipted bill and an original bill of lading or other evidence showing the point of origin, destination, and weight. If the bill of lading does not show weight, a weight certificate is required. If the weight is not substantiated, payment will be made for actual expenses not exceeding the commuted rate, if the traveler can furnish an acceptable statement of estimated weight.

(d) An employee who moves with a rented truck or trailer is allowed the commuted rate exclusive of any additional charges by the carrier. To complete the voucher, the employee must submit the following:

1. A statement explaining in detail the type of transportation (trailer, truck), ownership of the vehicle(s) used, and points between which the goods were actually moved.

2. Weight certificates showing the weight of the vehicle before and after loading.

3. Receipted bill for the rented vehicle.

(2) Government Bill of Lading (Actual Expense)

(a) Under this method of shipping, the government awards contracts and negotiates with the carrier. The household goods are shipped on a

Government Bill of Lading and the government audits and pays transportation vouchers directly to carriers.

(b) Some of the advantages of the GBL method are:

1. The employee is relieved of the burden of coordinating the shipment and packing and unpacking.

2. Priority will be given and specific dates established between carrier and employee.

3. The staff member does not need to have personal checks certified. The total bill for the shipping will be sent to NCUA.

(c) If staff members wish to move by GBL, Office Directors and Regional Directors must notify the Division of General Services as soon as possible so that there is sufficient time to make arrangements with the carrier. The Division of General Services will coordinate the move with the staff member, make arrangements with the carrier, and prepare the GBL.

(d) The employee will be required to reimburse NCUA for excess weight (over 18,000 pounds) and any additional insurance purchased.

c. The government assumes no responsibility for loss or damage to an employee's household goods. The employee must handle any claims against the carrier for lost or damaged goods.

7-10 TEMPORARY STORAGE OF HOSEHOLD GOODS:

a. Temporary storage may be authorized for up to 90 consecutive calendar days at either the old or the new official duty station. Under the commuted rate system, the amount due the employee is determined by the commuted rate schedule for storage. Claims for reimbursement must be accompanied by the original or a certified copy of the receipted warehouse bill. Under the actual expense method, the government will normally arrange for necessary temporary storage and pay the cost thereof directly to the warehouseman.

b. Costs of insuring personal property are not reimbursable unless required by law or by the storage company.

7-11 ALLOWANCES FOR REAL ESTATE TRANSACTIONS AND UNEXPIRED LEASES:

a. Many of the expenses connected with selling a residence at the old duty station or with purchasing one at the new duty station are reimbursable. Costs may be paid at both locations if customarily charged to the seller and/or the buyer. The employee cannot be reimbursed unless the move is incident to the change of station and within the distance limits described.

b. Broker's fees may be reimbursed at the old station, but not in excess of the usual charges in that locality. Newspaper advertising, multiple-listing and other advertising expenses incurred in selling the old residence are reimbursable if not included in the broker's fees.

c. If not included in the broker's fees, the customary cost of title searchings preparing conveyances and contracts, recording fees and related notary fees, making surveys and other similar expenses required for legal and financial purposes may be reimbursed at either the old or new station.

d. Fees for credit reports, FHA or VA loan application fees, loan origination fees, mortgage and transfer taxes, state and federal revenue stamps, and similar charges are reimbursable at the old station to the extent customarily paid by the seller and at the new station to the extent usually paid by the purchaser. Federal Housing Authority discounts or points and all other fees, costs, charges, and expenses which are determined to be a part of the finance charge under the Truth-in-Lending Act, Title 1, Public Law 90-321, and Regulation Z, issued by the Board of Governors of the Federal Reserve System, are not reimbursable.

e. The expenses incurred in settling an unexpired lease at the old duty station can be paid by the government if the following conditions are met:

(1) The terms of the lease provide for payment of such expenses.

(2) The costs cannot be avoided by subleasing or other arrangements.

(3) The employee did not contribute to such costs by failure to notify the landlord of the transfer.

(4) A copy of the lease is attached to the travel voucher.

f. Employees who anticipate the likelihood of several moves in their career should consider their mobility when they undertake new leases. Many landlords will accept a limitation of their lease which allows it to be broken without penalty should the employee be transferred by the government.

g. To document real estate expenses, the employee should complete a copy of NCUA-1302, Employee Application for Reimbursement of Expenses Incurred Upon Sale or Purchase (or Both) of Residence Upon Change of Official Station, and attach it to the voucher along with supporting evidence. (See Exhibit 10.) Part IV, Approvals, of this form requires three signatures: The Regional Director or Office Director at the old duty station signs Block A; the Regional Director or Office Director at the new duty station signs Block B; and the Controller gives final approval in Block C. Other supporting documents required include:

(1) The purchase agreement.

(2) The sales agreement.

(3) Property settlement documents.

(4) Loan closing statements.

(5) Receipts for bills paid.

h. Reimbursement for expenses relating to sale, purchase, or lease terminations cannot be made unless final settlement of such transactions occurs within two years after the day on which the employee reported for duty at his new station. Extensions may be granted in extenuating circumstances by the employee's Office Director or Regional Director for up to one year, upon employee's request.

i. The total amount of expenses which may be reimbursed in connection with the sale of the old residence cannot exceed ten percent of the actual price or $16,177, whichever is the lesser amount. For purchase of a home at the new duty station, the reimbursable amount cannot exceed five percent of the purchase price or $8,089, whichever is the lesser amount.

7-12 TIME LIMITATION FOR LEASE AND REAL ESTATE TRANSACTIONS:

a. The settlement dates for the sale and purchase or lease termination transactions for which reimbursement is requested are not later than two years after the date that the employee reported for duty at the new official station.

b. Upon an employee's written request, the two year time limitation for completion of the sale and purchase or lease termination transactions may be extended by the Office or Regional Director for an additional period of time not to exceed one year.

c. The employee's written request should be submitted as soon as the employee becomes aware of the need for an extension but before expiration of the two-year limitation; however, in no case will the request be submitted later than thirty calendar days after the expiration date unless this thirty-day period is specifically extended by the agency.

d. Approval of this additional period of time will be based on a determination that extenuating circumstances, acceptable to the Office or Regional Director, have prevented the employee from completing the sale and purchase or lease termination transactions in the initial time frame and that the residence transactions are reasonably related to the transfer of official station.

7-13 ALLOWANCE FOR MISCELLANEOUS EXPENSES. Reimbursable change of station expenses include a miscellaneous expense allowance for which no documentation is required. A single person is allowed $350; a person with family $700. This allowance is designed to defray costs such as connecting and disconnecting utilities, cutting and fitting rugs, draperies and curtains moved from one residence to another, forfeiture losses on medical or dental contracts, automobile registration and driver's license charges, and use taxes imposed in some localities. If these expenses exceed the allowance, the employee may document expenses with receipts and claim an amount not to exceed the amount of one week's salary if single and two week's salary for a family. The allowance cannot, however, exceed the maximum GS-13 Step 10 rate.

7-14 FORWARDING MAIL. The U. S. Postal Service will forward all classes of mail from an old duty station residence address to a new one without charge if a change of address card is marked, "Change of Address Due to Official Orders, see Postal Regulation 159.225". It is advisable to attach a photocopy of the travel order to the change of address card.

7-15 TIME LIMITS FOR TRAVEL AND TRANSPORTATION OF HOUSEHOLD GOODS. All travel and transportation of household goods should be completed as soon as possible. To be reimbursed, travel of the employee and family and transportation of household goods must begin within two years after the effective date of the employee's transfer. The two-year period will be extended for an additional period of time not to exceed one year when the two-year time limitation for completion of lease or real estate transactions is extended.

7-16 FILING A VOUCHER. Within 60 days of arriving at the new duty station, the employee should prepare the travel voucher, attaching all the required receipts obtained for transportation of household goods, storage, and subsistence expenses to include records of mileage readings and tolls paid as well as the exact time when the trip began and ended. If the employee has not completed the purchase of residence at the new official station and it is expected that the voucher will be delayed, a separate voucher for the basic transfer, including household goods, per diem, etc., should be submitted. A second voucher should then be submitted when the additional expenses are incurred. (Exhibit 11 is an example of a typical travel voucher relating to a change of official station.) Reimbursement for change-of-station expenses and regular travel expenses must be filed on separate travel vouchers.

7-17 RELOCATION INCOME TAX REIMBURSEMENT. The total amount reimbursed or paid to the employee for relocation expenses is includable in the employee's gross income pursuant to the Internal Revenue Code and certain state and local government tax codes. Some expenses for which reimbursements are received may be deducted from income by the employee as moving expense deductions (subject to certain limitations prescribed by the IRS or pertinent state or local tax authorities). Reimbursements for nondeductable moving expenses are subject to income tax.

Payment of a relocation income tax (RIT) allowance is authorized to reimburse eligible transferred employees for substantially all of the additional federal, state, and local income taxes incurred by the employee (or by the employee and spouse if a joint return is filed) resulting from travel, transportation and relocation expense reimbursement provided by the government. Please contact the Controller's Office for detailed instructions before preparing a RIT reimbursement/claim.

7-18 ADMINISTRATIVE LEAVE. Almost every change of station requires the employee to spend time attending to matters of a quasi-personal nature which are necessitated by the move. Examples of such matters are: settlement on a house at both the old and the new duty stations, paying deposits and arranging for utilities to be turned off or on, the need to remain at home for furniture which is arriving or for telephone installation, etc. Upon request, up to five calendar days of administrative leave may be approved by the employee's Office or Regional Director to meet needs of this nature. Form NCUA-1301 (Exhibit 9) provides space for the employee to request administrative leave for the reasons described above.

CHAPTER 8

CLAIMS FOR REIMBURSEMENT

8-1 GENERAL: All persons authorized to travel on official business should keep a record of expenditures properly chargeable to NCUA, noting each item at the time and date the expense is incurred. The information thus accumulated will be available for the proper preparation of the travel voucher.

8-2 TRAVEL VOUCHERS AND ATTACHMENTS

a. Use of authorized forms: Claims for the reimbursement of travel expenses must be submitted on the authorized reimbursement form, Travel Voucher (SF-1012) and be accompanied by a properly completed Travel Voucher Coversheet (Form NCUA 1364). See Exhibit 12. All expenses must be itemized in chronological order and stated in accordance with these regulations. The voucher (not the coversheet) must be signed by the employee and must be reviewed and signed by the employee's supervisor for all employees other than Board Members. Examiners' vouchers may be reviewed and signed by a Regional Office staff member designated as the reviewing official by the Regional Director. The vouchers of Office Directors and Regional Directors will be signed by the Executive Director.

b. Evidence of authorization: The travel voucher must be supported by a copy of the travel order in cases of changes of official duty station.

8-3 RECEIPTS REQUIRED IN SUPPORT OF CLAIMS: Receipts are required for all allowable cash expenditures for amounts in excess of $25, all taxicab and limousine fares in excess of $10, and all lodging regardless of cost. In cases where a personal check or charge card receipt is the only proof of payment, a copy of the cancelled check or charge card receipt will suffice as supporting documentation. Receipts must be attached to the original of the travel voucher that is forwarded to the Controller's Office (CO).

8-4 LACK OF RECEIPTS: If a traveler is unable to obtain a receipt in any instance as required above, the failure to do so must be fully explained in a memorandum signed by the employee's supervisor and attached to the travel voucher. Mere inconvenience in the matter of taking receipts will not be considered a valid reason.

8-5 VOUCHER SUBMISSION: Travel vouchers will be submitted to CO within 10 calendar days following the end of each month in which travel is performed if the amount to be reimbursed is $10 or more, if a GTR is used, or earlier if further travel during the month is not contemplated. Examiners located in regions IV, V, and VI will prepare vouchers on a monthly cycle ending on the 15th calendar day of each month and will submit vouchers by the 25th calendar day of each month. Regional Directors may authorize examiners to submit vouchers at a different time during the month in order to facilitate timely review. Vouchers for amounts less than $10 should be submitted at least quarterly. Employees may hand print travel vouchers legibly in lieu of typing if desired.

a. Examiners

(1) Travel vouchers will be prepared in triplicate. The examiner, after dating and signing the voucher and all copies, will promptly forward the original and one copy of the voucher together with the original, yellow, blue, and pink copies of the travel voucher coversheet along with all required receipts and supporting documentation to his or her supervisory examiner or designated reviewing official for approval.

(2) The third copy of the voucher and goldenrod copy of the coversheet will be retained for the traveler's records

b. Supervisory Examiners or Reviewing Officials

(1) Supervisory examiners or reviewing officials will review examiners' travel vouchers to determine that the travel was performed as authorized, that the most efficient travel method was used, that the expenses claimed are reasonable and consistent with NCUA policy, and that the voucher conforms in all respects with the requirements of this manual. After the review has been completed, the supervisory examiner or reviewing official will sign the travel voucher as approving official (block 14.) and will forward the original voucher, the original, yellow, and blue copies of the coversheet, together with all receipts and required supporting documentation to CO for payment. A copy of the voucher and the pink copy of the coversheet will be forwarded to the Regional Office. Any adjustments required on the voucher will be brought to the attention of the examiner via memorandum or NCUA Statement of Difference (NCUA Form 1311), copies of which will be forwarded with the voucher to the Regional Office and to CO for appropriate adjustment.

(2) Supervisory examiners' vouchers will be prepared and submitted in the same manner as examiners' vouchers with the exception that the original and one copy of the voucher, the original, yellow, blue and pink copies of the coversheet, together with all required receipts and supporting documentation will be forwarded to the Regional Director or Deputy Regional Director for review and approval. After the review has been completed, the Regional Director or Deputy Regional Director will sign the travel voucher as approving official (block 14.) and will forward the original voucher, the original, yellow and blue copies of the coversheet with all receipts and, if required, a memorandum concerning any required adjustments to CO.

c. Regional Office and Washington Office Employees

(1) Vouchers for employees headquartered in the Regional Offices (non-examiners) and the Washington Office will be signed and dated (block 13.) by the employee and will be submitted to the employee's supervisor for approval.

(2) Supervisors will review employees' vouchers as discussed for supervisory examiners (8.5 b.(1)), sign as approving officials, date (block 14.), and forward original vouchers, original, yellow and blue copies of the coversheet and all required receipts and supporting documentation to CO for payment processing. Vouchers lacking either the employee's or the supervisor's signature will not be processed for payment.

8-6 TRAVEL VOUCHER PREPARATION: The following instructions are applicable for preparation of the travel voucher:

a. Itemization:

(1) Chronological order: Expenses incurred and claimed on the travel voucher must be itemized in chronological order. Receipts will also be attached in chronological order.

(2) Leave of absence: Employees must show leaves of absence of any kind during days involving temporary duty assignments on their travel vouchers, including the exact hour of departure from and return to the residence or official duty station, the type of leave, number of hours taken, and the date.

(3) Suspended items: Items not properly stated in accordance with these regulations and/or not properly supported by receipts will be suspended, and the notification of such action indicating the reason for the disallowance or suspension will be presented on an NCUA Statement of Difference (NCUA Form 1311). Reclaim of such items may be stated on the next travel voucher when practicable; otherwise, a separate voucher may be submitted for the reclaim. Justification in support of the reclaim and other pertinent facts must be furnished as a part of the voucher, or as an attachment thereto, for all suspended items which have been reclaimed, and the original Statement of Difference must be attached. If reclaim of suspended items is made on the next travel voucher, they will be stated as separate items at the end of the voucher.

(4) Method of reporting times: All times of arrival at and departure from the residence or official duty station and temporary duty station must be shown in addition to the dates. Use local time currently in effect for the localities involved.

For travel of less than 24 hours (e.g., commuting assignments that involve partial per diem or subsistence), the time of departure from the residence or the official duty station and time of arrival back at the residence or the official duty station will be shown on the travel voucher for each day.

(5) Business purpose of travel: The business purpose of each trip must be clearly indicated in the description section (block (c)) on the back of the voucher. This may be done, for example, by indicating the name or charter number of the credit union visited, the league or chapter meeting attended, a detail assignment to the Regional Office, etc.

(6) Comparative Cost: A comparative cost statement must be submitted with the travel voucher when the employee travels via an indirect route or a more expensive method for personal reasons or returns home when it would have been less costly to remain at the temporary duty station. The comparative cost statement will show constructive (hypothetical) costs which would have been incurred had travel been performed via the least costly route, method, etc., versus the costs actually incurred. The lesser of total actual or constructive costs will be claimed for reimbursement.

8-7 TRAVEL VOUCHER COVER SHEET: The form NCUA 1364, "NCUA Travel Voucher Cover Sheet," is used to input travel expense data into NCUA's accounting system and must be submitted with the SF-1012, Travel Voucher.

a. Submission: Forms should be forwarded in the following order to the Controller's Office:

NCUA - 1364 - White
SF - 1012 - Approved, Signed Original with Receipts
NCUA - 1364 - Yellow
NCUA - 1364 - Blue

The pink copy of the NCUA 1364 is for retention by the employee's office for budget verification purposes, and the goldenrod copy of the NCUA 1364 is for retention by the traveler. For change of station travel, an NCUA 1364 need not be prepared. The serial number in the top, left corner is used for system control to avoid duplication. Photocopies of the form cannot be used since they cause delays in processing and in reimbursement to the traveler. Only those codes, identified at the end of this chapter, can be used for organizational location, training, and detail travel.

b. Instructions for Preparation:

(All entries except signatures should be printed in ink)

(1) Enter the employee's name, within the spaces provided, as shown on the salary check or Statement of Earnings.

a. Place last name first, followed by first name and middle initial.

b. Place a comma between the last name and the first name and middle initial.

(2) Enter the empoloyee's Office/Region alpha-numeric code (maximum of three characters).

(3) Enter the employee's Division/SE Group alpha-numeric code if applicable (maximum of four characters).

(4) Determine the period of travel.

a. Enter the month/year when travel commenced, using two numeric characters for the month and four numeric characters for the year.

b. Enter the month/year when travel ended, using two numeric characters for the month and four numeric characters for the year.

(5) Enter employee's Social Security Number.

(6) Determine any existing balance for travel advance and enter the amount in the spaces marked "Travel Advance Beginning Balance"; if zero, enter "0.00."

(7) Enter the amount applied to any travel advance balance (Note: The amount applied cannot be greater than the existing balance).

(8) Subtract step 7 from step 6; then enter the difference in the spaces marked "Ending Balance."

(9) Determine the purpose of the travel: Regular, Training or Detail (Note: Change of Station travel expenses do not require a Voucher Cover Sheet).

(10) Use column 1 for Regular Travel Expenses; column 2 for Training Travel; and column 3 for Detail Travel or Second Training.

(11) Enter at the top of the column, within the three spaces provided, the numeric training code when using columns 2 and 3 for training travel expenses. The use of training codes must be authorized by the Personnel Office. The use of an Office/Region alpha-numeric code of another office for detail travel must be approved in advance by that office.

(12) Enter the amounts of expense in the column(s) selected for any of the following categories:

a. POV Milage
b. Per Diem and/or Subsistence
c. Other Travel and Miscellaneous Expense
d. Commercial Car Rental (Dollars)
e. Telephone Expense/Official Business
f. Supplies
g. Airline

(13) Add and total the column(s) and place the computed total for the column(s) on the line identified as "Total Amount Claimed."

(14) Enter in the "Total" column any amount, or the sum of the amounts if more than one column is used, for the following:

a. POV Mileage
b. Per Diem and/or subsistence
c. Other Travel and Misc. Exp.
d. Commercial Car Rental (Dollars)
e. Telephone Expense/Official Business
f. Supplies
g. Airline
h. Total Amount Claimed

(15) Validate that the total computed by adding the "Total" column and the "Total Amount Claimed" line is in balance.

(16) Enter in the column(s) selected:

a. Amount contained on GTR's,
b. Number of days in travel status covered by the voucher
   1) 1/2 day = 00050
   2) 1 day = 00100
   3) 1 1/4 day = 00125
c. Number of POV miles
d. Number of GSA auto miles

(17) Add and total the amounts identified in steps 16a., 16b. and 16c. by item.

(18) Post the total computed for each item in the "Total" column.

(19) Provide an explanation for Detail travel identified in column 3.

8-8 VOUCHER REVIEW: In addition to supervisory reviews, all vouchers will be reviewed by the Controller's Office (CO) prior to payment processing. This review will include proper voucher completion and submission, mathematical accuracy, required receipts and signatures and correct rates. As necessary, improper claims or portions of improper claims will be suspended as discussed in 8-6 a.(3). Vouchers containing total claims in excess of $750 and other vouchers on a sample basis will be subjected to a full administrative audit by the CO after payment.

8-9 FRAUDULENT CLAIMS: A claim against the U.S. is forfeited if the claimant in any manner attempts to defraud the government (28 U.S.C. 2514). In addition, there are two criminal provisions under which severe penalties may be imposed on an employee who knowingly presents a false, fictitious, or fraudulent claim against the U.S. (18 U.S.C. 287 and 1001). An employee's claim for reimbursement (Travel Voucher) must accurately reflect the facts involved in every instance so that any violation or apparent violation may be avoided.

TRAINING BUDGET REPORTS
Fiscal Year 1986

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SES Training	950
National Conferences	066
Technical Examiner Training	910
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Non Technical Training	930
State Regulators Conf.	940

NOTE: Use of the above codes must be authorized by the Personnel Office.

Organization Codes
for TAVIS

Effective October 1, 1985

NCUA Board	TAVIS CODE
Executive Director	BD
Controller's Office	ED
Administrative Office	OC
Office of Information Systems	OA
Office of Examination &	OIS
Insurance	EI
EI/Asset Mgmt	AM
EI/Risk Mgmt	RM
EI/Supervison	SUP
Internal Audit	IA
Public Information and Congressional Affairs	CL
General Counsel	GC
Personnel Office	PO

	TAVIS CODE
Region I	
Administration	1 ADMN
Member Services	1 MS
Supv and Examination	1 SE
Special Actions	1 SPCL
SE Group A	1 A
SE Group B	1 B
SE Group C	1 C
SE Group D	1 D
SE Group E	1 E
SE Group F	1 F
SE Group G	1 G
Region II	
Administration	2 ADMN
Member Services	2 MS
Supv and Examination	2 SE
Special Actions	2 SPCL
SE Group A	2 A
SE Group B	2 B
SE Group C	2 C
SE Group D	2 D
SE Group E	2 E
SE Group F	2 F
SE Group G	2 G
Region III	
Administration	3 ADMN
Special Action	3 SPCL
Credit Union Operations	3 CUO
SE Group A	3 A
SE Group B	3 B
SE Group C	3 C
SE Group D	3 D
SE Group E	3 E
SE Group F	3 F
SE Group G	3 G

	TAVIS CODE
Region IV	
Administration	4 ADMN
Chartering, Ins & Liq	4 CIL
Supv & Exam	4 SE
Special Actions	4 SPCL
SE Group A	4 A
SE Group B	4 B
SE Group C	4 C
SE Group D	4 D
SE Group E	4 E
SE Group F	4 F
SE Group G	4 G
Region V	
Administration	5 ADMN
Liquidations	5 LIQ
Supervision and Examination	5 SE
Special Actions	5 SPCL
Chartering and Education	5 CHED
SE Group A	5 A
SE Group B	5 B
SE Group C	5 C
SE Group D	5 D
SE Group E	5 E
SE Group F	5 F
SE Group G	5 G
Denver	5 DNVR
Region VI	
Administration	6ADMN
Supervision and Examination	6 SE
Special Actions	6 SPCL
Chartering and Asset Management	6 CAM
SE Group A	6 A
SE Group B	6 B
SE Group C	6 C
SE Group D	6 D
SE Group E	6 E
SE Group F	6 F

CHAPTER 9

COMMUNICATIONS SERVICES AND MISCELLANEOUS EXPENSES

9-1 AUTHORIZATION:

a. Necessary Use: Telephone, teletype, telegraph, mailgram, cable, and radio service may be used in the conduct of official business when necessary.

b. Official Local Calls: Charges for local telephone calls for official business will be allowable as a travel expense.

9-2 TYPE OF SERVICE USED:

a. Government Equipment: As a general rule, official long distance telephone calls and other communication services will be made through the use of the Federal Telephone Service (FTS) or other government-owned or leased services or equipment when available.

b. Commercial Equipment: If government equipment is not available, the least expensive practical type and class of commercial equipment should be used. The time required to transmit and to deliver telegrams, cablegrams, and radiograms; the difference in time between points; and the probable office closing times should be considered in determining the communication method.

9-3 OFFICIAL VERSUS PERSONAL BUSINESS:

a. Reservation of Accommodations: Charges for telecommunication reserving transportation accommodations (airline, train, etc.) are classified as a transportation expense and may be allowed when supported by a satisfactory explanation showing the necessity for the telecommunication.

b. Personal Business: Telephone calls, telegrams, cablegrams, and radiograms relating to matters of purely personal nature (e.g., call to residence regarding safe arrival, travel plans, etc.) cannot be made or sent at government expense, and charges, therefore, will not be allowed.

c. Supporting Statements: Charges for official long distance telephone calls, telegrams, cablegrams, or radiograms on official business will be allowed provided an itemized statement is furnished on or attached to the travel voucher showing the points between which service was rendered, the date, and the amount paid.

d. Documentation: Claims for all telephone expenses must be substantiated by either attaching the actual billing statement or by providing an itemized listing of calls made. A signed notation must appear on the documentation that all calls were on official business and that FTS was not available.

9-4 CODE-A-PHONE: Charges for code-a-phone usage by supervisory examiners are allowable expenses. Either of two different payment methods can be selected. Supervisory examiners can either pay the Code-a-Phone bills directly themselves and then file a claim for reimbursement or submit the bills to CO for payment. Once the payment method has been chosen, it must be consistently adhered to. Each regional office will provide CO a list of supervisory examiners, indicating the payment method each has chosen.

a. Supervisory examiners choosing the direct payment method will submit to CO a claim for Reimbursement for Expenditures on Official Business (Standard Form 1164) in order to obtain reimbursement. The original Code-a-Phone bill, on which the supervisory examiner has written the following certification: "I certify that the telephone expenses on this bill, which I have paid and have not received reimbursement for, were incurred on official business only," and has signed and dated, must be attached to the claim for reimbursement.

b. Supervisory examiners choosing to have their Code-a-Phone bills paid by CO will forward the bills to CO as soon as possible after receipt and after they write the following certification, together with their signature and the date on each bill: "I certify that the telephone expenses claimed on this bill were incurred on official business only."

c. If a discrepancy appears on any bill, the supervisory examiner should appropriately adjust the amount paid or, if submitting the bill to CO, should attach a memo to the bill explaining the error and the correct amount to be paid.

9-5 MISCELLANEOUS EXPENSES: The following miscellaneous expenses incurred while in a travel status may be claimed under the "Other" column on the travel voucher.

a. Incidental Expenses: Charges for necessary stenographic or typing services or typewriter rental or repair in connection with the preparation of reports or correspondence, clerical assistance, calculator repair or rental, and storage of property used on official business will be allowed when authorized by employee's supervisor and supported by written receipts (cash register receipts are not acceptable).

b. Supplies: Purchases of office supplies required for official business, not to exceed $50.00 per year per employee, may be reimbursed. Such purchases should be consistent with policies established by the employee's Office or Regional Director. Requests to exceed the $50 limitation may be approved by the employee's Office or Regional Director.

c. Rental of room to transact official business: Claims for such expenses may be claimed on the travel voucher with supporting receipts and a statement justifying the necessity for the room rental.

d. Traveler's checks, money orders, or certified checks: Reimbursement may be allowed for cost of traveler's checks, money orders, or certified checks purchased in connection with official travel. The amount of the checks or money order may not exceed the amount of funds necessary to cover the estimated reimbursable travel expenses, and claim for fees must be supported by written receipts.

9-6 PAYMENT TO GOVERNMENT EMPLOYEES: Neither payment nor reimbursement can be allowed under any agreement made by an employee with another government employee or a member of a government employee's family for personal services, vehicle rental, or lodging.

Exhibit 1.

NATIONAL CREDIT UNION ADMINISTRATION

WASHINGTON, D.C. 20456

OS/DFO/HSY:par
Travel Order No. 86-1
September 6, 1985

TO: NCUA Staff

FROM: Executive Director

SUBJ: Travel Authorization for Employees of the National Credit Union Administration

1. Effective October 1, 1985, through September 30, 1986, the employees of the National Credit Union Administration are authorized to travel on official business within the continental limits of the United States, incident to the administration of the Federal Credit Union Act and in accordance with the Federal Travel Regulations and the NCUA Travel Manual, M1490, dated July 1984, without further written travel orders.

2. For travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, the Canal Zone, and possessions of the United States, a rate not in excess of that prescribed by the Secretary of Defense will be authorized.

3. National Credit Union Administration employees are authorized to use privately-owned automobiles at the authorized rate for travel on official business in accordance with the Travel Manual. Use of a government-owned or government-leased vehicle is also authorized.

4. Special advance approval is required for all foreign travel, and separate travel orders are required for all changes of duty station.

DONALD E. JOHNSON

Exhibit 2.

NATIONAL CREDIT UNION ADMINISTRATION

TRAVEL ORDER

☒ Original ☐ Amendment ☐ Cancellation

1. TRAVEL ORDER NO.: R6-01-84

2. DATE: June 2, 1984

3. APPROPRIATION NO.: 25X4056

4. ACCTG. CLASSIFICATION NO.:

5. NAME AND POSITION: John Smith, Supervisory Auditor

6. OFFICE/REGION: Region VI (Walnut Creek, CA)

7. PRESENT OFFICIAL STATION: Baltimore, Maryland

8. LENGTH OF ASSIGNMENT: Permanent - COS

9. APPROX. DATE OF DEPARTURE: June 4, 1984

10. APPROX. DATE OF RETURN:

8. ESTIMATED COST TO NCUA

TRAVEL	$ 600
PER DIEM	1,200
H/H GOODS	8,000
TEMP. QTRS.	1,500
MISC. ALLOW.	700
STORAGE	1,500
REAL ESTATE	13,000
ROUND TRIP	--
OTHER	--
TOTAL	25,312

12. ITINERARY AND PURPOSE OF TRAVEL (Show city, state or country, dates and reasons)

Travel from Baltimore, Maryland, to Walnut Creek, California, incident to permanent change of duty station. The transfer is in the interest of the Government and is not primarily for the benefit or convenience of the employee or at his request. As required by law, employee has signed an Agreement to Remain in the Service of the Federal Government. The duty reporting date has been established as June 18, 1984. 60 days temporary quarters authorized. Storage of HHG at destination authorized for up to 90 days. 5 days administrative leave have been authorized. Personnel journal date of approval:_____. Immediate family: Wife, Ann Smith; daughter, Jane Smith (age 12). Travel incident to the change of official station and transportation of household goods and other personal effects as prescribed in Executive Order 9805, as amended, is authorized.

13. SPECIAL AUTHORIZATION

TRAVEL BY PRIVATELY OWNED AUTOMOBILE IS AUTHORIZED ON MILEAGE BASIS RATE SPECIFIED BELOW FOR:

☒ EMPLOYEE AND/OR ☒ DEPENDENTS

19 CENTS PER MILE AS MORE ADVANTAGEOUS TO THE GOVERNMENT _____ CENTS PER MILE NOT TO EXCEED COSTS BY COMMON CARRIER

TRANSPORTATION OF ☒ DEPENDENTS ☒ H/H GOODS AND PERS. EFF'TS

☐ PERS. EFF. ONLY ☐ EXCESS BAG'GE ☐ OTHER (Specify)

14. FOREIGN TRAVEL

TO BE PERFORMED FOR NCUA (Other)

EXPENSES TO BE PAID BY

SECURITY APPROVAL GRANTED FOR TRAVEL OF ☐ 90 DAYS OR LESS ☐ OVER 90 DAYS

DATE: _____

RESPONSIBILITY FOR SECURITY CLEARANCE OF TRAVELER ASSUMED BY

15. TRAVEL AND PER DIEM IS AUTHORIZED IN ACCORDANCE WITH NCUA POLICY AND

☐ STANDARD GOVERNMENT TRAVEL REGULATIONS ☒ OTHER (Specify below)

PER DIEM ☐ NONE ☒ IN U. S. ☐ OUTSIDE U. S.

FIXED RATE $ _____ ☒ VARYING RATES PER ABOVE REGS. Federal Travel Regulations

16. NAME AND TITLE OF OFFICER RECOMMENDING ABOVE TRAVEL

Harry Jones, Regional Director
Region VI (Walnut Creek, CA)

17. AUTHORITY IS HEREBY GRANTED TO PERFORM TRAVEL AND TO INCUR SUCH EXPENSES AS MAY BE NECESSARY UNDER THE CONDITIONS SET FORTH ABOVE.

AUTHORIZED BY _____ TITLE CONTROLLER

☐ ORIGINAL TO TRAVELER ☐ 2ND TO ORIG. OFFICE ☐ 3RD TO DIV. FIS. OPERS.

NCUA - 1900

Exhibit 3.

DATE _____

TO: (Please fill in Department addressee)

FROM:

SUBJECT: Notification of Foreign Travel

Traveler's Name and Title:

Date of Travel:

Cities/Countries to be Visited:

Purpose:

Anticipated Contact with Foreign Officials:

_____

DATE _____

TO: (Requesting Agency Addressee)

ATTN: (name and phone number of agency contact)

_____ The Department of State has no objection to this travel.

_____ Remarks:

_____

Exhibit 4.

CITICORP DINERS CLUB

The Diners' Club, Inc.
a subsidiary of Citicorp

DINERS CLUB GOVERNMENT CARD PROGRAM
EMPLOYEE CARD ACCOUNT APPLICATION

PLEASE TYPE OR PRINT ALL INFORMATION

(1) EMPLOYEE NAME & ADDRESS

(A) (OPTIONAL) ☐ MR ☐ MRS ☐ MS ☐ MISS

(B) NAME (FIRST — MIDDLE — LAST)

(C) SOCIAL SECURITY NUMBER

(D) HOME/MAILING ADDRESS — STREET

(G) WORK ADDRESS — STREET

(E) CITY — STATE — ZIP CODE

(H) CITY — STATE — ZIP CODE

(F) HOME TELEPHONE NUMBER (INCLUDE AREA CODE)
( )

(I) WORK TELEPHONE NUMBER (INCLUDE AREA CODE)
( )

(2) EMPLOYEE INFORMATION

(A) POSITION/TITLE

(B) OPTIONAL EMPLOYEE DATA

FIELD 1 (3 POS.)	FIELD 2 (5 POSITIONS)	FIELD 3 (6 POSITIONS)	FIELD 4 (10 POSITIONS)

(C) TRAVEL INFORMATION — ESTIMATED MONTHLY TRAVEL

(CHECK APPLICABLE BOX) ▶ ☐ UNDER 10% ☐ 10-25% ☐ 25-50% ☐ OVER 50%

(CHECK APPLICABLE BOXES) ▶ ☐ INTERNATIONAL TRAVEL ☐ DOMESTIC TRAVEL

(3) EMPLOYEE AGREEMENT

(A) By signing in box 3(B), I (i) ask Diners Club to open a Card Account in my name and issue a Diners Club Card (including renewal and replacement Cards) to me, (ii) agree to be bound by the terms and conditions of the Diners Club Government Employee Card Account Agreement accompanying the Card, (iii) agree to be liable for all charges to the Card Account in accordance with such Agreement, and (iv) acknowledge that the Card is to be used for official Government business.

(B) SIGNATURE OF EMPLOYEE/DATE

X

(4) AGENCY INFORMATION

(A) AGENCY NAME & ADDRESS (FOR MANAGEMENT INFORMATION REPORTS)

(B) FULL NAME OF AUTHORIZED AGENCY REPRESENTATIVE

(C) POSITION/TITLE OF AUTHORIZED AGENCY REPRESENTATIVE

(5) AGENCY AUTHORIZATION

(A) By signing in box 5(B) as the duly authorized representative of the Agency named in box 4(A), I ask Diners Club to open a Card Account in the name of, and to issue a Diners Club Card (including renewal and replacement Cards) to, the employee named in box 1(B) in accordance with General Services Administration Contract Number GS-00T-42289.

(B) SIGNATURE OF AUTHORIZED REPRESENTATIVE/DATE

X

DISTRIBUTION: WHITE — DINERS CLUB GOVERNMENT CARD DIVISION COPY; CANARY — AGENCY COPY 1; PINK — AGENCY COPY 2; GOLDENROD — EMPLOYEE COPY

DC-1200 (8/83)

Exhibit 5.

NATIONAL CREDIT UNION ADMINISTRATION

DINERS CLUB CHARGE CARD PROGRAM
NATIONAL CREDIT UNION ADMINISTRATION

EMPLOYEE ACKNOWLEDGEMENT

I certify that I have received, read and understand the Chairman's memorandum (w/enclosure) October , 1983, subject: Diners Club Charge Card Program," and that I will abide by such rules, regulations and other instructions as may be issued by the General Services Administration, the N C U A and The Diners Club, Inc., pertaining to the use of any card issued to me for purposes of conducting official Government travel.

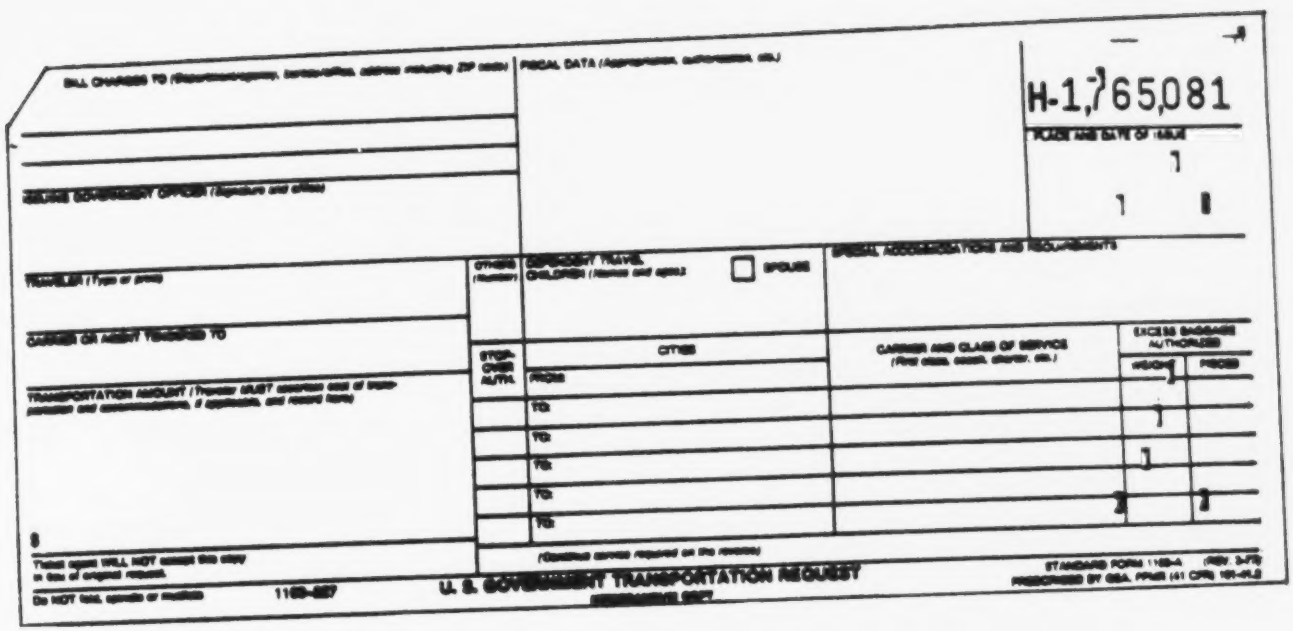
_____
Employee Signature and Date

_____

_____
Name and Title (Type or Print neatly

NOTE: Please return this signed acknowledgement with your completed application form to your Regional Office or, for Washington Office employees, your designated office representative.

Exhibit 6.



H-1,765,081

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1169-607

U. S. GOVERNMENT TRANSPORTATION REQUEST

Exhibit 7.

SERIAL A 000246

NCUA APPLICATION FOR ADVANCE OF FUNDS

5 6 2 — Tran Code

019-82-2113 — Social Security Number

CHECK ONE (✓):

- [✓] REGULAR
- [ ] TRAINING
- [ ] DETAIL
- [ ] CHG OF STN
- [ ] OTHER

FOR USE OF APPLICANT

NAME JOHN S DOE
Last, First, MI

An advance of funds is hereby requested for travel and other expenses to be incurred

under authorization No. 86-1, dated 9/6/85

Mail check to 893 MAIN STREET, ANYWHERE, USA

Balance due U.S. from previous advance ..... $ 0.00

Amount herein applied for . $ 1,000.00

TOTAL, $ 1,000.00

1/6/86 (Date)

John S DOE (Signature of Applicant)

JUSTIFICATION FOR ADVANCE: NEW EXAMINER REPORTING TO FIRST DUTY STATION

FOR USE BY APPROVING OFFICER:

approved:

1/6/86 (Date)

George B. Jones (Signature of approving officer)

REGIONAL DIRECTOR (Title)

FOR USE BY DFO (ACCT BR):

Date Schedule Number

NCUA 1399 (REV. 7/81)

DISTRIBUTE AS FOLLOWS: WHITE AND PINK TO WO, BLUE APPLICANTS COPY, GOLDENROD REGIONAL DIRECTOR

Exhibit 8.

AGREEMENT TO REMAIN IN THE SERVICE OF THE FEDERAL GOVERNMENT

[Entered into Pursuant to Provisions of the Administrative Expenses Act of 1946, as Amended (Chapter 57, Subch. II of Title 5 of United States Code and as Further Amended by P.L. 89-516)]

In consideration of the payment by the Government of the expenses of travel and transportation of myself, my dependents, and my household goods and personal effects, and/or any other relocation allowance or benefit authorized in accordance with the regulations prescribed by General Services Administration, in conjunction with change of duty station to, or initial appointment at, _____ 1/I hereby agree to remain in the employment of the Government for a period of twelve months after the date I report for duty at my new duty station.

If I fail to remain in the Government service for twelve months after arrival at my new duty station, I will reimburse the Government for any monies expended from Federal funds on account of change of duty station to, or initial appointment at, the above named duty station, including travel and transportation for myself, my dependents, and my household goods and personal effects, and/or any other relocation allowance or benefit authorized under the above cited statutes, unless I am separated for reasons beyond my control which are acceptable to the National Credit Union Administration.

A copy of this agreement has been furnished to me.

_____ _____
(Signature of Employee) (Date)

_____ _____
(Signature of Witness) (Date)

1 (original) signed copy - Official Personnel File

1 copy - Employee

1/ Show location of new duty station.

This form will be required from all employees transferred to, or initially appointed at, a permanent duty station located in the United States or the Commonwealth of Puerto Rico, PRIOR to the authorization of any of the allowances and benefits referred to in the body of the agreement.

NCUA - 1030 (Rev. 10/75)

Exhibit 9.

NATIONAL CREDIT UNION ADMINISTRATION

INFORMATION FOR AUTHORIZATION OF MOVING AND RELATED TRAVEL EXPENSES CHANGE OF STATION

I. **GENERAL**

A. Immediate Family – List Spouse; Children (Including Stepchildren and Adopted Children) Unmarried and Under 21 or Physically or Mentally Incapable of Self-Support Regardless of Age (Attach Explanation) and Dependent Parents (Yours and Your Spouse's)

Name	Relationship	Age	Name	Relationship	Age

B. **POINTS OF TRAVEL**: From _____ (City) _____ (County) _____ (State) to _____ (City) _____ (County) _____ (State)

C. **MODE OF TRAVEL**: Privately-Owned Auto____ Air____ Rail____ Boat____ House Trailer____

D. **TRANSPORTATION OF HOUSEHOLD GOODS (HHG)**: HHG to be transported? Yes____ No____
Temporary storage needed? Yes____ No____ ; Estimated weight of HHG _____

II. **HOUSEHUNTING TRIP**: Yes____ No____

III. **TEMPORARY QUARTERS** For self only for _____ days For self and family for _____ days

IV. **MISCELLANEOUS EXPENSES**: (no immediate family)_____ (includes immediate family)_____
Estimate of greater amount $_____

V. **ADMINISTRATIVE LEAVE**:
Request is hereby made for_____ days of administrative leave to attend to personal matters necessitated by this change of station.

VI. **LEASE AND HOMEOWNER'S INFORMATION**:
Name of lessee _____
Residence can be sublet? Yes____ No____ Penalty for termination $ _____
Selling residence at old duty station? Yes____ No____ Estimated selling price $ _____
Buying residence at new duty station? Yes____ No____ Estimated purchase price $ _____

VII. **ADDITIONAL ALLOWANCES**:
Ferry and bridge station - between _____ and _____
Elevator service _____ Stairs _____ Excessive distance (after first 75 feet from outside the entrance door of single family dwelling or outside individual apartment door to carrier) _____

Date _____ Signature _____

PRIVACY ACT DISCLOSURE INFORMATION

SYSTEM NAME—NCUA Form 1301, Information for authorization of moving and related travel expenses, change of station.

AUTHORITY—5 U.S.C. 4101

PURPOSES AND USES—The NCUA Form 1301 is used to prepare a travel order for the change of station. The information is used to estimate the cost of the change of station, travel, per diem, H/H goods, et cetera.

EFFECTS OF NONDISCLOSURE—Without the required information, the employee cannot be reimbursed for the cost of the relocation.

NCUA 1301 (Rev. 12/76) GPO 911-890

Exhibit 10.

NATIONAL CREDIT UNION ADMINISTRATION

EMPLOYEE APPLICATION FOR REIMBURSEMENT OF EXPENSES INCURRED UPON SALE OR PURCHASE (OR BOTH) OF RESIDENCE UPON CHANGE OF OFFICIAL STATION

I. EMPLOYEE - CLAIMANT:

Name	Mailing Address	Check Applicable Box if Seller Pays Part Real Estate Expenses Incurred for this Transfer. ☐ YES ☐ NO

II. TRANSFER DATA:

Old Official Station	New Official Station	Date of Notification of Impending Transfer
Travel Authorization Date	New Assigned for Duty at New Official Station	Date Service Agreement Signed

III. RESIDENCE PROPERTY DATA:	(AT OLD OFFICIAL STATION)	(AT NEW OFFICIAL STATION)
COMPLETE ADDRESS OF RESIDENCE		
NUMBER OF DWELLING UNITS ON PROPERTY		
SALE AND/OR PURCHASE PRICE	$	
DATE OF CLOSING OR SETTLEMENT		
AMOUNT OF EXPENSE BEING CLAIMED		

EMPLOYEE CERTIFICATION(S):

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.

(Signature of Employee) (Date)

I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of my immediate family and is my new residence.

(Signature of Employee) (Date)

IV. APPROVALS:

A. SALE EXPENSES—
The expenses of the sale applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a seller in the locality where the property is located.

☐ As Claimed.
☐ As Reduced, Per Attached Memo.

(Signature) (Date)

(Title)

B. PURCHASE EXPENSES—
The expenses of the purchase applied for above are hereby approved as being (1) reasonable in amount and (2) customarily paid by a buyer in the locality where the property is located.

☐ As Claimed.
☐ As Reduced, Per Attached Memo.

(Signature) (Date)

(Title)

C. FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT
Payment of this claim is approved in the amount of:

$ _____

If Amount Approved is Less Than Amount Claimed, See Attached Memo.

(Signature) (Date)

(Title)

INSTRUCTIONS

A. EMPLOYEE - CLAIMANT

1. Prepare application in triplicate, completing Parts I, II, and III of form and enter all applicable amounts and totals on reverse side.

2. Attach one complete set of documents required to support claim – sales agreement between buyer and seller, settlement or loan closing statement, invoices and statements to support other items claimed for reimbursement, etc. These should be photo or picture copies, as they will not be returned. Be sure you have signed the employee certification(s).

3. Prepare and attach an appropriate agency travel voucher form, or Standard Form 1012, Travel Voucher. (Record total amounts claimed on this form on the travel voucher.)

4. Submit original and first copy of application and supporting documentation, together with Standard Form 1012 or other appropriate agency travel voucher form, to the head of your office at new official station or to the appropriate official designated by your department or agency. Retain second copy of the application.

B. HEAD OF OFFICE

1. For Sales: Send original and copy of the application, together with the supporting documentation and travel voucher, to the head of the office at the locality of the claimant's old official station, as provided in Federal Travel Regulations (FTR), for handling and execution of the approval (see item IV.A) by him, or his designee, who will return the package to you.
2. For Purchases: Approval of the claim must be executed by the head of the office, or his designee, at the locality of the claimant's new official station (unless agency review and approval functions are performed elsewhere). (See item IV.B.)
3. Final administrative approval of payment of the claim must be executed by an appropriate approving official. (See item IV.C.) Such official shall independently determine, in accordance with the provisions of the FTR, the propriety of all reimbursements claimed (except with regard to reasonableness and whether customarily paid). In this connection, all vouchers for reimbursement of real estate expenses incident to the same transfer shall be examined.
4. Standard Form 1012, or other appropriate agency travel voucher form, shall be completed and submitted following usual procedures accomplished by the original application and supporting documents. File this copy of the application with the office copy of the voucher.

NCUA—1.000 (Rev. 10/79)

Exhibit 11.

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal including tax and tips and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 1 OF 5 PAGES

TRAVEL AUTHORIZATION NO. R6-01-84

TRAVELER'S LAST NAME Smith

DATE 19 84 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES — MEALS: BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: 19 ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
Transportation & Per Diem in Travel Status													
6/20	1:30pm	Lv: Baltimore, MD											
6/29	4:00pm	Ar. Walnut Creek, CA								2,784	528 96		
		Travel Performed by most direct route											
		Turnpike Toll											2 25
		Self @ $50, Spouse @ $37.50 daughter (age 12) @ $25.00											
		9 1/4 days Per Diem @ $112.50 per day										1040 63	
Transportation of HHG (see attached bill of lading & weight certificate)													
6/30		2,784 miles at commuted rate of $71.80 cwt - 10940 lbs											7,854 92
		Additional Allowance:											
		Walnut Creek (Contra Costa County) .50 cwt											54 70
		Baltimore (Baltimore County) .30 cwt											32 82
									SUBTOTALS ▶		528 96	1040 63	7,944 69
									TOTALS ▶				

If additional space is required, continue on another SF 1012 BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

o U.S.GPO:1978-0-281-647/3358

STANDARD FORM 1012 BACK (10-77)

Exhibit 11. (continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal including tax and tips and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 2 OF 5 PAGES

TRAVEL AUTHORIZATION NO. R6 -01-84

TRAVELER'S LAST NAME Smith

DATE 19 84 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS BREAKFAST (d)	MEALS LUNCH (e)	MEALS DINNER (f)	MEALS TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
		Temporary Storage of HHG (See attached receipt)											
		12 days - 10,940 lbs $2.06 cwt											225 36
		Warehouse pick-up & delivery - Schedule 7 $9.35 cwt											1,022 89
		Temporary Quarters. (1st 30 days) Subsistence: Self $50. Spouse $33.33, daughter (age 12) 25.00											
		10 days @ 108.33 = $1,083.30											
		Actual costs:											
6/30			10 00	15 00	25 00			50 00					
7/1			8 00	17 00	25 50			50 00					
7/2			10 00	10 00	30 00			50 00					
7/3			7 50	12 50	27 00			50 00					
7/4			11 00	13 50	30 00			50 00					
									SUBTOTALS ▶				1,248 25
									TOTALS ▶				

If additional space is required, continue on another SF 1012 BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

GSA FPMR 101-7 (1978-0-281-847/5220)

Exhibit 11. (continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal including tax and tips and daily total meal cost.
(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
(i) Complete for per diem and actual expense travel.
(j) Show total subsistence expense incurred for actual expense travel.
(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 3 OF 5 PAGES

TRAVEL AUTHORIZATION NO. R6 -01-84

TRAVELER'S LAST NAME Smith

DATE 19 84 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
7/5			7 00	10 00	20 00			50 00					
7/6			7 00	7 50	25 00			50 00					
7/7			8 00	10 00	30 00			50 00					
7/8			10 00	15 00	25 00			50 00					
7/9			11 00	14 00	32 00			50 00					
		Summary: (see attached receipts) meals $483.50											
		lodging $500.00											
		laundry 30.00											
		1,013.50											
		Claim actual since less than subsistence										1013 50	
		Miscellaneous expense allowance											700 00
									SUBTOTALS ▶			1013 50	700 00
									TOTALS ▶				

If additional space is required, continue on another SF 1012 BACK, leaving the front blank.

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Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

STANDARD FORM 1012 BACK (10-77)

☆ U.S. GPO: 1978-0-261-647/3356

Exhibit 11. (continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal including tax and tips and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 4 OF 5 PAGES

TRAVEL AUTHORIZATION NO. R6-01-84

TRAVELER'S LAST NAME Smith

DATE 19 84 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS BREAKFAST (d)	MEALS LUNCH (e)	MEALS DINNER (f)	MEALS TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
		Real Estate Expenses											
8/1		Sales of house in Baltimore, MD											
		Brokerage Fee											5,800 00
		Legal & Related Costs											340 00
		Lender's Appraisal fee											120 00
		State Revenue Stamps											1,600 00
		(See receipts attached - memorandum of settlement receipt from realtor and mortgage settlement statement)											
									SUBTOTALS ▶				8,260 00
									TOTALS ▶				

If additional space is required, continue on another SF 1012 BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶

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STANDARD FORM 1012 BACK (10-77)

☆ U.S.GPO:1978-0-261-647/3368

62

Exhibit 11. (continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal including tax and tips and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

(i) Complete for per diem and actual expense travel.

(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 5 OF 5 PAGES

TRAVEL AUTHORIZATION NO. R6-01-84

TRAVELER'S LAST NAME Smith

DATE 19 84 (a)	TIME (Hour and a.m./p.m.) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS: BREAKFAST (d)	MEALS: LUNCH (e)	MEALS: DINNER (f)	MEALS: TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
		Real Estate Expenses (cont'd)											
10/1		Purchase of house in Walnut Creek, CA											622 00
		Legal & Related Costs											300 00
		Title Information											2,400 00
		Loan Origination Fee											150 00
		Apraisal Fee											50 00
		Credit Report											
		(See receipts and settlement statement)											
										SUBTOTALS ▶			3,522 00
										TOTALS ▶	528 96	2,054 13	21,674 94

If additional space is required, continue on another SF 1012 BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ 24,258.03

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STANDARD FORM 1012 BACK (10-77)

☆ U.S.GPO:1978-0-261-647/3356

Exhibit 12.

Serial V 50786

NCUA TRAVEL VOUCHER COVER SHEET

NAME (Last, First, MI) SMITH, RICHARD, D OFFICE/REGION 1 SE/DIV A

PERIOD OF TRAVEL 10/1985 (Month/Year From) 10/1985 (Month/Year To) SOCIAL SECURITY NO 999-99-9999

Travel Advance Beginning Balance $ 0
Applied $ 0
Ending Balance $ 0

	(Column 1) Regular Travel	(Column 2) Training Travel Code: 910	(Column 3) Detail or Second Training Travel Code: 1800	Total	
POV MILEAGE	$ 6150	$ 820	$ 2050	$ 9020	(22)
PER DIEM AND/OR SUBSISTENCE	$ 10000	$	$ 5000	$ 15000	(24)
OTHER TRAVEL AND MISC. EXP.	$	$ 120	$	$ 120	(29)
COMMERCIAL CAR RENTAL (DOLLARS)	$	$	$	$	(29)
TELEPHONE EXPENSE/ OFFICIAL BUSINESS	$ 243	$	$	$ 243	(31)
SUPPLIES / REPAIRS	$	$	$	$	(43)
AIRLINE TICKETS	$ 28000	$	$	$ 28000	(26)
TOTAL AMOUNT CLAIMED	$ 44393	$ 940	$ 7050	$ 52383	
GTR'S (DOLLARS)	$	$	$	$	
PER DIEM AND/OR SUBSIST (DAYS)	200		100	300	
POV (MILES)	300	40	100	440	
GSA AUTO (MILES)					

*Explanation of "Detail" (Column 3) (See Reverse for Instructions)

INSTRUCTIONS AND DEFINITION OF TERMS ON REVERSE SIDE

Distributed as Indicated
White – Washington Office - CO
Yellow – Washington Office - CO
Blue – Washington Office - CO
Pink – Supervisor
Goldenrod – Traveler

Date Schedule #

NCUA 1364 (Rev. 1/84)

Exhibit 13.

TRAVEL VOUCHER
(Read the Privacy Act Statement on the back)

1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE: NCUA

2. TYPE OF TRAVEL
[X] TEMPORARY DUTY
[ ] PERMANENT CHANGE OF STATION

3. VOUCHER NO.

4. SCHEDULE NO.

TRAVELER (PAYEE)

a. NAME *(Last, first, middle initial)*: Doe, John

b. SOCIAL SECURITY NO.: 999-99-9999

6. PERIOD OF TRAVEL
a. FROM: 6-1-84
b. TO: 6-30-84

c. MAILING ADDRESS *(Include ZIP Code)*: 1776 G. St., N.W.
Washington, D.C. 20456

d. OFFICE TELEPHONE NO.: (202) 357-1100

7. TRAVEL AUTHORIZATION
a. NUMBER(S): 84-1
b. DATE(S): 10/1/83

e. PRESENT DUTY STATION: Wash., D.C.

f. RESIDENCE *(City and State)*: Wash., D.C.

10. CHECK NO.

8. TRAVEL ADVANCE

a. Outstanding	0
b. Amount to be applied	0
c. Amount due Government *(Attached: [ ] Check [ ] Cash)*	
D. Balance outstanding	0

9. CASH PAYMENT RECEIPT
a. DATE RECEIVED:
b. AMOUNT RECEIVED: $
c. PAYEE'S SIGNATURE:

11. PAID BY

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH *(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)*

I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ *Traveler's Initials*

AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE, CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e)	POINTS OF TRAVEL TO (f)

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ [signature] DATE 7-1-84 AMOUNT CLAIMED ▶ $ 667 | 00

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than $10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. *(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)*

APPROVING OFFICIAL SIGN HERE ▶ DATE

17. FOR FINANCE OFFICE USE ONLY
COMPUTATION

a. DIFFERENCES, IF ANY *(Explain and show amount)* $

b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION
Certifier's initials: $

c. APPLIED TO TRAVEL ADVANCE *(Appropriation symbol):* $

d. NET TO TRAVELER ▶ $

18. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION

a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ DATE

18. ACCOUNTING CLASSIFICATION

1012-114

STANDARD FORM 1012 (REV. 10-77)
Prescribed by GSA, FPMR (41 CFR) 101-7

Exhibit 13.(continued)

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self-explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationship to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

Col. (d) thru (g) Show amount incurred for each meal including tax and tips and daily total meal cost.

(h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).

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(j) Show total subsistence expense incurred for actual expense travel.

(m) Show per diem amount, limited to maximum rate, or if travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.

(n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. PAGE 1 OF 1 PAGES

TRAVEL AUTHORIZATION NO. 84-1

TRAVELER'S LAST NAME Doe

DATE 19 84 (a)	TIME (Hour and am/pm) (b)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanations of expense) (c)	ITEMIZED SUBSISTENCE EXPENSES: MEALS BREAKFAST (d)	MEALS LUNCH (e)	MEALS DINNER (f)	MEALS TOTAL (g)	MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)	MILEAGE RATE: 20.5 ¢ NO. OF MILES (k)	AMOUNT CLAIMED: MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)
6/1	8:00a 10:30a	Dep Residence Arr Chicago, Il		7 00	16 50	23 50		50 00	73 50			73 00	(Taxi) 8:00 " 9:00
6/2		for official visit to RO IV (Chicago)	4 50	6 00	18 00	28 50		50 00	78 50			75 00	
6/3	3:00p 5:30p	Dep Chicago, Il Arr Residence	5 00	8 00		13 00			13 00			13 00	(Taxi) 9:00 " 8:00
6/3		Official Telephone Call to Wash, DC											10 00
		Airline Ticket Purchased with Diner's Club Card											275 00
6/21	8:00a 11:00p	Dep Residence Arr Sunset, PA to speak								150	30 75		
6/22		at PA CUL meeting											
6/23	3:00p	Dep Sunset, PA Arr Residence								150	30 75	125 00	
		Per Diem 2 1/2 days @ $50.											
		(average cost of lodging $27 a night)											
										SUBTOTALS ▶			
										TOTALS ▶	61 50	286 50	319 00

If additional space is required, continue on another SF 1012 BACK, leaving the front blank.

Enter grand total of columns (l), (m) and (n), below and in Item 13 on the front of this form.

TOTAL AMOUNT CLAIMED ▶ 667.00

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★U.S.GPO:1978-0-291-647/3588

STANDARD FORM 1012 BACK (10-77)

Exhibit 14

(Effective: November 3, 1985)

Designated High Rate Geographical Areas (HRGA's)

The areas listed below are designated as HRGA's. The rate prescribed for each area is the maximum amount of daily reimbursement that may be allowed for travel authorized on an actual subsistence expense basis.
These prescribed rates are not to be construed as per diem rates. Allowable subsistence expenses must be itemized.

Note.--(See end of listing for footnote explanations.)

High Rate Geographical Areas 1/ 2/ 3/ 4/	Prescribed Maximum Daily Rates (in dollars)
ALABAMA	
* Anniston (all locations within Calhoun County)	59
* Auburn (all locations within Lee County)	56
** Birmingham (all locations within Jefferson County)	75
* Dothan (all locations within Houston County)	58
* Florence (all locations within Lauderdale County)	55
** Huntsville (all locations within Madison County)	73
Mobile (all locations within Mobile County)	63
* Montgomery (all locations within Montgomery County)	61
* Sheffield (all locations within Colbert County)	75
ARIZONA	
* Kayenta (all locations within Navaho County)	64
** Page/Flagstaff (all locations within Coconino County)	
(Effective 4/1 thru 10/31)	65
(Effective 11/1 thru 3/31)	57

Exhibit 14

(Effective: November 3, 1985)

	Phoenix/Scottsdale (all locations within Maricopa County)	75
***	Tucson (all locations within Pima County, including Davis Monthan AFB)	
	(Effective 1/1 thru 4/30)	73
	(Effective 5/1 thru 12/31)	73
***	Yuma (all locations within Yuma County)	
	(Effective 12/1 thru 4/30)	57
	(Effective 5/1 thru 11/30)	57
	ARKANSAS	
*	Fayetteville (all locations within Washington County)	63
*	Fort Smith (all locations within Sebastian County)	61
*	Hot Springs (all locations within Garland County)	
	(Effective 2/1 thru 10/31)	58
	(Effective 11/1 thru 1/31)	58
**	Little Rock (all locations within Pulaski County)	73
	CALIFORNIA	
*	Bridgeport (all locations within Mono County)	59
*	El Centro (all locations within Imperial County)	62
	Fresno (all locations within Fresno County)	75
	Los Angeles (all locations within the counties of Los Angeles, Kern, Orange, and Ventura, including Edwards AFB and Naval Weapons Center & Ordnance Test Station, China Lake)	75
***	Monterey (all locations within Monterey County)	
	(Effective 3/1 thru 10/31)	75
	(Effective 11/1 thru 2/28-29)	75

Exhibit 14

(Effective: November 3, 1985)

***	Palm Springs (all locations within Riverside County)	
	(Effective 12/1 thru 4/30)	75
	(Effective 5/1 thru 11/30)	75
	Sacramento (all locations within Sacramento County)	75
	San Diego (all locations within San Diego County)	75
	San Francisco/Oakland (all locations within the counties of San Francisco, Alameda, Contra Costa, and Marin)	75
	San Jose (all locations within Santa Clara County)	75
**	San Luis Obispo (all locations within San Luis Obispo County)	75
**	San Mateo (all locations within San Mateo County)	75
***	Santa Barbara (all locations within Santa Barbara County)	
	(Effective 5/1 thru 8/31)	75
	(Effective 9/1 thru 4/30)	75
***	Santa Cruz (all locations within Santa Cruz County)	
	(Effective 5/1 thru 10/31)	75
	(Effective 11/1 thru 4/30)	75
*	Stockton (all locations within San Joaquin County)	69
*	Tahoe City (all locations within Placer County)	
	(Effective 12/1 thru 3/31 and 6/1 thru 9/30)	71
	(Effective 10/1 thru 11/30 and 4/1 thru 5/31)	71
**	Vallejo (all locations within Solano County)	64
**	Victorville/Barstow (all locations within San Bernardino County, including George AFB)	71
**	West Sacramento (all locations within Yolo County)	68

Exhibit 14

(Effective: November 3, 1985)

COLORADO

***	Aspen (all locations within Pitkin County)	
	(Effective 11/1 thru 3/31)	75
	(Effective 4/1 thru 10/31)	75
	Boulder (all locations within Boulder County)	75
**	Colorado Springs (all locations within El Paso County)	
	(Effective 5/1 thru 9/30)	66
	(Effective 10/1 thru 4/30)	59
	Denver (all locations within the counties of Denver, Adams, Arapahoe, and Jefferson)	75
***	Durango (all locations within La Plata County)	
	(Effective 5/1 thru 9/30)	71
	(Effective 10/1 thru 4/30)	66
*	Ft. Collins (All locations within Larimer County)	59
***	Glenwood Springs (all locations within Garfield County)	
	(Effective 5/1 thru 10/31)	70
	(Effective 11/1 thru 4/30)	70
**	Grand Junction (all locations within Mesa County)	62
*	Keystone/Steamboat Springs (all locations within Routt County)	
	(Effective 11/1 thru 3/31)	71
	(Effective 4/1 thru 10/31)	P/D
*	Pagosa Springs (all locations within Archuleta County)	
	(Effective 5/1 thru 9/30)	61
	(Effective 10/1 thru 4/30)	61

(Effective: November 3, 1985)

*	Pueblo (all locations within Pueblo County)	
	(Effective 12/1 thru 8/31)	62
	(Effective 9/1 thru 11/30)	62
*	Silverthorne (all locations within Summit County)	
	(Effective 11/1 thru 4/30)	75
	(Effective 5/1 thru 10/31)	70
***	Vail (all locations within Eagle County)	
	(Effective 11/1 thru 3/31)	75
	(Effective 4/1 thru 10/31)	75
	CONNECTICUT	
**	Bridgeport/Danbury (all locations within Fairfield County)	75
	Hartford (all locations within the counties of Hartford and Middlesex)	75
	New Haven (all locations within New Haven County)	75
**	New London/Groton (all locations within New London County)	68
*	Putnam/Danielson (all locations within Windham County)	75
	DELAWARE	
*	Dover (all locations within Kent County)	60
**	Lewes (all locations within Sussex County)	
	(Effective 4/1 thru 9/30)	65
	(Effective 10/1 thru 3/31)	55
	Wilmington (all locations within New Castle County)	75

Exhibit 14

(Effective: November 3, 1985)

	DISTRICT OF COLUMBIA	
	Washington, DC (all locations within the corporate limits of the District of Columbia; the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington, Loudoun, and Fairfax in Virginia; and the counties of Montgomery and Prince Georges in Maryland) (see also Maryland and Virginia)	75
	FLORIDA	
*	Bradenton Beach/Bradenton (all locations within Manatee County)	
	(Effective 12/1 thru 4/30)	75
	(Effective 5/1 thru 11/30)	75
***	Cocoa Beach (all locations within Brevard County)	
	(Effective 1/1 thru 8/31)	68
	(Effective 9/1 thru 12/31)	63
****	(Spacecraft launch periods)	75
*	Daytona Beach/Ormond Beach/New Smyrna (all locations within Volusia County)	61
***	Ft. Lauderdale (all locations within Broward County)	
	(Effective 12/1 thru 4/30)	75
	(Effective 5/1 thru 11/30)	75
***	Ft. Myers (all locations within Lee County)	
	(Effective 1/1 thru 4/30)	64
	(Effective 5/1 thru 12/31)	64
*	Ft. Pierce (all locations within Saint Lucie County)	
	(Effective 12/1 thru 4/30)	62
	(Effective 5/1 thru 11/30)	62

Exhibit 14

(Effective: November 3, 1985)

**	Ft. Walton Beach (all locations within Okaloosa County)	
	(Effective 4/1 thru 9/30)	75
	(Effective 10/1 thru 3/31)	67
**	Gainesville (all locations within Alachua County)	65
	Jacksonville (all locations within Duval County, including Naval Station Mayport) (see also St. Marys, Georgia)	71
***	Miami (all locations within the counties of Dade and Monroe)	
	(Effective 11/1 thru 5/31)	75
	(Effective 6/1 thru 10/31)	75
*	Naples (all locations within Collier County)	
	(Effective 12/21 thru 4/14)	59
	(Effective 4/15 thru 12/20)	59
	Orlando (all locations within Orange County)	75
**	Panama City (all locations within Bay County)	
	(Effective 5/1 thru 9/30)	75
	(Effective 10/1 thru 4/30)	63
**	Pensacola (all locations within Escambia County)	69
***	Sarasota (all locations within Sarasota County)	
	(Effective 1/1 thru 4/30)	62
	(Effective 5/1 thru 12/31)	59
**	St. Augustine (all locations within Saint Johns County)	71
*	Stuart (all locations within Martin County)	
	(Effective 12/1 thru 4/30)	66
	(Effective 5/1 thru 11/30)	66

Exhibit 14

(Effective: November 3, 1985)

**	Tallahassee (all locations within Leon County)	65
	Tampa/St. Petersburg (all locations within the counties of Hillsborough and Pinellas)	75
**	West Palm Beach (all locations within Palm Beach County)	
	(Effective 1/1 thru 4/30)	75
	(Effective 5/1 thru 12/31)	75
	GEORGIA	
**	Albany (all locations within Dougherty County)	63
*	Athens (all locations within Clarke County)	56
	Atlanta (all locations within the counties of Clayton, De Kalb, Fulton, and Cobb)	75
*	Augusta (all locations within Richmond County)	64
*	Brunswick (all locations within Glynn County)	57
*	Columbus (all locations within Muscogee County)	60
*	Macon (all locations within Bibb County, including Robbins AFB)	60
**	Savannah (all locations within Chatham County)	63
**	St. Marys (including the Naval Submarine Base, Kings Bay) (See also Jacksonville, FL)	71
	IDAHO	
**	Boise (all locations within Ada County)	69
*	Coeur d'Alene (all locations within Kootenai County)	62
*	Ketchum (all locations within Blaine County)	
	(Effective 12/23 thru 5/31)	74
	(Effective 6/1 thru 12/22)	74
*	McCall (all locations within Valley County)	57
*	Pocatello (all locations within Bannock County)	65

Exhibit 14

(Effective: November 3, 1985)

	ILLINOIS	
*	Alton (all locations within Madison County)	68
*	Champaign/Urbana (all locations within Champaign County)	63
	Chicago (all locations within the counties of Du Page, Cook, and Lake)	75
*	Danville (all locations within Vermilion County)	61
*	Dixon (all locations within Lee County)	55
*	East St. Louis (all locations within St. Clair County)	60
*	Macomb (all locations within McDonough County)	62
*	Moline/Rock Island (all locations within Rock Island County)	70
	Rockford (all locations within Winnebago County)	62
**	Springfield (all locations within Sangamon County)	69
	INDIANA	
*	Bloomington (all locations within Monroe County)	70
*	Charlestown/Jeffersonville (all locations within Clark County, including the Indiana Army Ammunition Plant)	71
*	Columbus (all locations within Bartholomew County)	59
*	Elkhart (all locations within Elkhart County)	70
**	Ft. Wayne (all locations within Allen County)	75
**	Gary (all locations within Lake County)	59
	Indianapolis (all locations within Marion County, including Fort Benjamin Harrison)	75
*	Lafayette (all locations within Tippecanoe County)	63
*	Logansport (all locations within Cass County)	56
*	Michigan City (all locations within La Porte County)	59

Exhibit 14

(Effective: November 3, 1985)

*	Muncie (all locations within Delaware County)	68
*	New Albany (all locations within Floyd County)	57
**	South Bend (all locations within St. Joseph County)	64
	IOWA	
*	Bettendorf/Davenport (all locations within Scott County)	68
*	Cedar Rapids (all locations within Linn County)	61
**	Des Moines (all locations within Polk County)	73
*	Iowa City (all locations within Johnson County)	61
*	Sioux City (all locations within Woodbury County)	60
*	Waterloo (all locations within Black Hawk County)	64
	KANSAS	
*	Hays (all locations within Ellis County)	58
	Kansas City (all locations within the counties of Johnson and Wyandotte) (see also Kansas City, MO)	75
*	Topeka (all locations within Shawnee County)	63
	Wichita (all locations within Sedgwick County)	75
	KENTUCKY	
**	Covington (all locations within Kenton County)	71
*	Frankfort (all locations within Franklin County)	62
**	Lexington (all locations within Fayette County)	74
**	Louisville (all locations within Jefferson County)	71
*	Prestonburg (all locations within Floyd County)	55
	LOUISIANA	
*	Alexandria (all locations within Rapides Parish)	68

Exhibit 14

(Effective: November 3, 1985)

	Baton Rouge (all locations within East Baton Rouge Parish)	75
**	Lafayette (all locations within Lafayette Parish)	66
**	Lake Charles (all locations within Calcasieu Parish)	67
*	Monroe (all locations within Ouachita Parish)	66
	New Orleans (all locations within the parishes of Jefferson, Orleans, Plaquemines, and St. Bernard)	75
**	Shreveport (all locations within Caddo Parish)	75
*	Slidell (all locations within St. Tammany Parish)	59
	MAINE	
*	Augusta (all locations within Kennebec County)	
	(Effective 5/1 thru 10/31)	64
	(Effective 11/1 thru 4/30)	64
***	Bath (all locations within Sagadahoc County)	
	(Effective 4/1 thru 9/30)	57
	(Effective 10/1 thru 3/31)	56
**	Kittery (including the Portsmouth Naval Shipyard) (See also Portsmouth, NH)	
	(Effective 6/1 thru 10/31)	65
	(Effective 11/1 thru 5/31)	60
***	Portland (all locations within Cumberland County)	
	(Effective 4/16 thru 10/31)	75
	(Effective 11/1 thru 4/15)	71
*	Presque Isle (all locations within Aroostook County)	58

Exhibit 14

(Effective: November 3, 1985)

	MARYLAND	
**	Annapolis (all locations within Anne Arundel County)	75
	Baltimore (all locations within the city of Baltimore and the counties of Baltimore and Harford)	75
*	Columbia (all locations within Howard County)	75
*	Cumberland (all locations within Allegany County)	60
*	Easton (all locations within Talbot County)	64
*	Frederick (all locations within Frederick County)	71
*	Lexington Park/St. Inigoes/Leonardtown (all locations within St. Marys County)	68
**	Ocean City (all locations within Worcester County)	
	(Effective 4/1 thru 9/30)	75
	(Effective 10/1 thru 3/31)	67
***	Salisbury (all locations within Wicomico County)	
	(Effective 4/1 thru 9/30)	65
	(Effective 10/1 thru 3/31)	65
*	Waldorf (all locations within Charles County)	65
	Montgomery County (see also District of Columbia)	75
	Prince Georges County (see also District of Columbia)	75
	MASSACHUSETTS	
	Andover (all locations within Essex County)	75
	Boston (all locations within the counties of Middlesex, Norfolk, and Suffolk)	75
**	Hyannis (all locations within Barnstable County)	
	(Effective 6/1 thru 9/30)	75
	(Effective 10/1 thru 5/31)	75

Exhibit 14

(Effective: November 3, 1985)

**	Martha's Vineyard/Nantucket (all locations within the counties of Dukes and Nantucket)	
	(Effective 2/1 thru 8/31)	75
	(Effective 9/1 thru 1/31)	75
**	New Bedford (all locations within Bristol County)	71
***	Pittsfield (all locations within Berkshire County)	
	(Effective 5/1 thru 10/31)	73
	(Effective 11/1 thru 4/30)	73
**	Springfield (all locations within Hampden County)	75
**	Worcester (all locations within Worcester County)	75
	MICHIGAN	
*	Adrian (all locations within Lenawee County)	61
**	Ann Arbor (all locations within Washtenaw County)	75
*	Battle Creek (all locations within Calhoun County)	62
*	Bay City (all locations within Bay County)	61
	Detroit (all locations within Wayne County)	75
*	Flint (all locations within Genesee County)	62
**	Grand Rapids (all locations within Kent County)	73
*	Holland (all locations within Ottawa County)	
	(Effective 5/1 thru 9/30)	55
	(Effective 10/1 thru 4/30)	55
*	Jackson (all locations within Jackson County)	61
**	Kalamazoo (all locations within Kalamazoo County)	71
*	Lansing/East Lansing (all locations within Ingham County)	70
*	Midland (all locations within Midland County)	68

Exhibit 14

(Effective: November 3, 1985)

*	Muskegon (all locations within Muskegon County)	
	(Effective 6/1 thru 9/30)	56
	(Effective 10/1 thru 5/31)	56
**	Pontiac (all locations within Oakland County)	73
*	Port Huron (all locations within St. Clair County)	67
**	Saginaw (all locations within Saginaw County)	64
*	St. Joseph/Benton Harbor/Niles (all locations within Berrien County)	64
*	Traverse City (all locations within Grand Traverse County)	
	(Effective 5/1 thru 10/31)	56
	(Effective 11/1 thru 4/30)	56
**	Warren (all locations within Macomb County)	68
	MINNESOTA	
*	Bemidji (all locations within Beltrami County)	60
**	Duluth (all locations within St. Louis County)	67
	Minneapolis/St. Paul (all locations within the counties of Anoka, Hennepin, and Ramsey, including the Fort Snelling Military Reservation and Navy Astronautics Group (Detachment BRAVO), Rosemount)	75
*	St. Cloud (all locations within Stearns County)	58
	MISSISSIPPI	
**	Gulfport (all locations within Harrison County)	
	(Effective 5/1 thru 9/30)	64
	(Effective 10/1 thru 4/30)	59
**	Jackson (all locations within Hinds County)	74
*	Oxford (all locations within Lafayette County)	60
*	Vicksburg (all locations within Warren County)	57

Exhibit 14

(Effective: November 3, 1985)

	MISSOURI	
*	Cape Girardeau (all location within Cape Girardeau County)	63
*	Columbia (all locations within Boone County)	71
*	Jefferson City (all locations within Cole County)	61
	Kansas City (all locations within the counties of Clay, Jackson, and Platte) (see also Kansas City, KS)	75
**	Springfield (all locations within Greene County)	68
	St. Louis (all locations within the counties of St. Charles and St. Louis)	75
	MONTANA	
*	Billings (all locations within Yellowstone County)	59
**	Great Falls (all locations within Cascade County)	61
*	Helena (all locations within Lewis and Clark County)	55
	NEBRASKA	
**	Lincoln (all locations within Lancaster County)	63
*	Norfolk (all locations within Madison County)	59
**	Omaha (all locations within Douglas County)	74
	NEVADA	
*	Beatty/Tonopah (all locations within Nye County)	55
**	Carson City (all locations within Carson City County)	57
	Las Vegas (all locations within Clark County, including Nellis AFB)	75
**	Reno (all locations within Washoe County)	69

Exhibit 14

(Effective: November 3, 1985)

	NEW HAMPSHIRE	
*	Concord (all locations within Merrimack County)	
	(Effective 6/1 thru 10/31)	69
	(Effective 11/1 thru 5/31)	69
*	Laconia (all locations within Belknap County)	
	(Effective 5/1 thru 10/31)	75
	(Effective 11/1 thru 4/30)	75
**	Manchester (all locations within Hillsborough County)	75
**	Portsmouth/Newington (all locations within Rockingham County including Pease AFB) (See also Kittery, ME)	
	(Effective 6/1 thru 10/31)	65
	(Effective 11/1 thru 5/31)	60
	NEW JERSEY-	
	Atlantic City (all locations within Atlantic County)	75
*	Belle Mead (all locations within Somerset County)	75
**	Camden (all locations within Camden County)	75
**	Cape May (all locations within Cape May County)	
	(Effective 6/1 thru 9/30)	75
	(Effective 10/1 thru 5/31)	69
	Dover (all locations within Morris County, including Picatinny Arsenal)	75
	Eatontown (all locations within Monmouth County, including Ft. Monmouth)	75
	Edison (all locations within Middlesex County)	75
	Newark (all locations within the counties of Bergen, Essex, Hudson, Passaic, and Union)	75

(Effective: November 3, 1985)

	Princeton/Trenton (all locations within Mercer County)	75
**	Tom's River (all locations within Ocean County)	70
	NEW MEXICO	
**	Albuquerque (all locations within Bernalillo County)	75
*	Las Cruces/White Sands (all locations within Dona Ana County)	64
**	Los Alamos (all locations within Los Alamos County)	63
***	Santa Fe (all locations within Santa Fe County)	
	(Effective 5/1 thru 10/31)	75
	(Effective 11/1 thru 4/30)	75
*	Taos (all locations within Taos County)	
	(Effective 12/1 thru 3/31)	74
	(Effective 4/1 thru 11/30)	74
	NEW YORK	
	Albany (all locations within Albany County)	75
*	Binghampton (all locations within Broome County)	75
**	Buffalo (all locations within Erie County)	75
*	Catskill (all locations within Greene County)	56
*	Corning (all locations within Steuben County)	73
*	Glen Falls (all locations within Warren County)	
	(Effective 11/1 thru 5/31)	65
	(Effective 6/1 thru 10/31)	65
*	Ithaca (all locations within Tompkins County)	70
**	Lake Placid (all locations within Essex County)	
	(Effective 12/21 thru 10/31)	7›
	(Effective 11/1 thru 12/20)	70

Exhibit 14

(Effective: November 3, 1985)

	New York City (all locations within the Boroughs of the Bronx, Brooklyn, Manhattan, Queens, and Staten Island, and the counties of Nassau and Suffolk)	75
**	Niagara Falls (all locations within Niagara County)	
	(Effective 5/1 thru 8/31)	74
	(Effective 9/1 thru 4/30)	74
*	Owego (all locations within Tioga County)	64
	Rochester (all locations within Monroe County)	75
*	Schenectady (all locations within Schenectady County)	71
	Syracuse (all locations within Onondaga County)	75
*	Troy (all locations within Rensselaer County)	73
	West Point (all locations within Orange County)	63
	White Plains (all locations within Westchester County)	75
	NORTH CAROLINA	
***	Asheville (all locations within Buncombe County)	
	(Effective 5/1 thru 10/31)	68
	(Effective 11/1 thru 4/30)	68
**	Charlotte (all locations within Mecklenburg County)	75
*	Duck (all locations within Dare County)	75
**	Durham (all locations within Durham County)	58
*	Fayetteville (all locations within Cumberland County)	58
	Greensboro (all locations within Guilford County)	74
*	Raleigh (all locations within Wake County)	75
*	Wilmington (all locations within New Hanover County)	66
	Winston-Salem (all locations within Forsyth County)	69

Exhibit 14

(Effective: November 3, 1985)

	NORTH DAKOTA	
**	Bismarck (all locations within Burleigh County)	69
*	Fargo (all locations within Cass County)	67
*	Minot (all locations within Ward County)	65
	OHIO	
**	Akron (all locations within Summit County)	71
*	Bridgeport/Martins Ferry/Belaire (all locations within Belmont County)	60
	Cincinnati/Evendale (all locations within the counties of Hamilton and Warren)	75
	Cleveland (all locations within Cuyahoga County)	75
	Columbus (all locations within Franklin County)	75
	Dayton (all locations within Montgomery County, including Wright-Patterson AFB)	75
*	Defiance (all locations within Defiance County)	57
*	Geneva (all locations within Ashtabula County)	64
*	Hamilton/Fairfield (all locations within Butler County)	66
*	Ironton (all locations within Lawrence County)	59
*	Lima (all locations within Allen County)	57
*	Portsmouth (all locations within Scioto County)	60
*	Sandusky (all locations within Erie County)	
	(Effective 5/1 thru 9/30)	61
	(Effective 10/1 thru 4/30)	61
*	Springfield (all locations within Clark County)	65
*	Tinney/Freemont (all locations within Sandusky County)	58
**	Toledo (all locations within Lucas County)	75

Exhibit 14

(Effective: November 3, 1985)

	OKLAHOMA	
*	Bartlesville/Tulsa (all locations within the counties of Osage, Tulsa, and Washington)	64
*	Lawton (all locations within Comanche County)	58
*	Muskogee (all locations within Muskogee County)	58
*	Norman (all locations within Cleveland County)	69
	Oklahoma City (all locations within Oklahoma County)	72
*	Stillwater (all locations within Payne County)	66
	OREGON	
*	Bend (all locations within Deschutes County)	61
	Portland (all locations within Multnomah County)	75
*	Salem (all locations within Marion County)	56
	PENNSYLVANIA	
*	Allentown (all locations within Lehigh County)	70
**	Chester (all locations within Delaware County)	71
	Coatesville/Valley Forge (all locations within Chester County)	75
**	Erie (all locations within Erie County)	66
	Harrisburg (all locations within Dauphin County)	75
	King of Prussia/Ft. Washington (all locations within Montgomery County, except Bala Cynwyd) (see also Philadelphia, PA)	75
**	Mechanicsburg (all locations within Cumberland County)	61
	Philadelphia/Bala Cynwyd (all locations within Philadelphia County and the city of Bala Cynwyd in Montgomery County)	75
	Pittsburgh/Monroeville (all locations within Allegheny County)	75
**	Reading (all locations within Berks County)	72

Exhibit 14

(Effective: November 3, 1985)

*	State College (all locations within Centre County)	62
**	Warminster (all locations within Bucks County including the Naval Air Development Center)	70
**	York (all locations within York County)	75
	RHODE ISLAND	
*	East Greenwich (all locations within Kent County including the Naval Construction Battalion Center, Davisville)	67
***	Newport (all locations within Newport County)	
	(Effective 4/1 thru 10/31)	75
	(Effective 11/1 thru 3/31)	75
	Providence (all locations within Providence County)	75
	SOUTH CAROLINA	
*	Cayce (all locations within Lexington County)	57
	Charleston (all locations within the counties of Charleston and Berkeley)	68
**	Columbia (all locations within Richland County)	70
*	Greenville (all locations within Greenville County)	64
***	Hilton Head (all locations within Beaufort County)	
	(Effective 5/1 thru 10/31)	75
	(Effective 11/1 thru 4/30)	75
**	Myrtle Beach (all locations within Horry County, including Myrtle Beach AFB)	
	(Effective 5/1 thru 10/31)	66
	(Effective 11/1 thru 4/30)	61
*	Spartanburg (all locations within Spartanburg County)	65

Exhibit 14

(Effective: November 3, 1985)

	SOUTH DAKOTA	
**	Rapid City (all locations within Pennington County)	
	(Effective 6/1 thru 9/30)	68
	(Effective 10/1 thru 5/31)	57
**	Sioux Falls (all locations within Minnehaha County)	65
	TENNESSEE	
**	Chattanooga (all locations within Hamilton County)	63
*	Clarksville (all locations within Montgomery County)	61
*	Elizabethton (all locations within Carter County)	55
*	Greenville (all locations within Greene County)	62
*	Johnson City (all locations within Washington County)	67
*	Kingsport/Bristol (all locations within Sullivan County)	62
	Knoxville/Oak Ridge (all locations within Knox County and the city of Oak Ridge)	64
	Memphis (all locations within Shelby County)	75
**	Nashville (all locations within Davidson County)	75
	TEXAS	
**	Amarillo (all locations within Potter County)	71
	Austin (all locations within Travis County)	75
*	Bastrop (all locations within Bastrop County)	58
**	Beaumont (all locations within Jefferson County)	61
	Brownsville (all locations within Cameron County)	62
*	College Station/Bryan (all locations within Brazos County)	68
	Corpus Christi (all locations within Nueces County)	75

Exhibit 14

(Effective: November 3, 1985)

	Dallas/Ft. Worth (all locations within the counties of Dallas and Tarrant)	75
	El Paso (all locations within El Paso County)	74
***	Galveston (all locations within Galveston County)	
	(Effective 5/1 thru 8/31)	75
	(Effective 9/1 thru 4/30)	75
	Houston (all locations within Harris County, including the L. B. Johnson Space Center and Ellington AFB)	75
*	Kingsville (all locations within Kleburg County)	60
*	Lajitas (all locations within Brewster County)	
	(Effective 10/1 thru 11/30)	72
	(Effective 12/1 thru 9/30)	P/D
*	Laredo (all locations within Webb County)	72
*	Longview (all locations within Gregg County)	65
**	Lubbock (all locations within Lubbock County)	62
*	Lufkin (all locations within Angelina County)	61
*	McAllen (all locations within Hidalgo County)	65
**	Midland/Odessa (all locations within the counties of Ector and Midland)	66
*	Nacogdoches (all locations within Nacogdoches County)	60
	San Antonio (all locations within Bexar County)	75
*	Temple (all locations within Bell County)	61
*	Wichita Falls (all locations within Wichita County)	55

Exhibit 14

(Effective: November 3, 1985)

	UTAH	
*	Cedar City (all locations within Iron County)	
	(Effective 1/1 thru 9/30)	55
	(Effective 10/1 thru 12/31)	55
*	Ogden (all locations within Weber County)	60
*	Provo (all locations within Utah County)	55
	Salt Lake City (all locations within Salt Lake County, including Dugway Proving Ground and Tooele Army Depot)	75
*	Vernal (all locations within Uintah County)	56
	VERMONT	
***	Burlington (all locations within Chittenden County)	
	(Effective 5/1 thru 10/31)	68
	(Effective 11/1 thru 4/30)	68
*	Montpelier (all locations within Washington County)	
	(Effective 5/1 thru 9/30)	57
	(Effective 10/1 thru 4/30)	57
*	Rutland (all locations within Rutland County)	75
	VIRGINIA	
	Alexandria (all locations within the city of Alexandria) (see also District of Columbia)	75
*	Blacksburg (all locations within Montgomery County)	75
*	Bristol (all locations within the city of Bristol)	63
*	Charlottesville (all locations within the city of Charlottesville)	75
	Fairfax (all locations within the city of Fairfax) (see also District of Columbia)	75
	Falls Church (all locations within the city of Falls Church) (see also District of Columbia)	75

Exhibit 14

(Effective: November 3, 1985)

*	Fredericksburg (all locations within the city of Fredericksburg)	59
*	Lexington (all locations within the city of Lexington)	60
*	Lynchburg (all locations within the city of Lynchburg)	58
**	Manassas/Manassas Park (all locations within the cities of Manassas and Manassas Park and Prince William County)	68
	Norfolk (all locations within the cities of Norfolk, Virginia Beach, Portsmouth, Hampton, Newport News, and Chesapeake, and York County, including the Naval Weapons Station, Yorktown)	75
*	Petersburg (all locations within the city of Petersburg, including Ft. Lee)	60
**	Richmond (all locations within the city of Richmond and the counties of Chesterfield and Henrico, including the Defense General Supply Center)	75
***	Roanoke (all locations within the city of Roanoke and Roanoke County)	
	(Effective 4/1 thru 10/31)	65
	(Effective 11/1 thru 3/31)	65
*	Warrenton (all locations within Fauquier County)	55
*	Waynesboro (all locations within the city of Waynesboro)	56
**	Williamsburg (all locations within the city of Williamsburg)	
	(Effective 3/1 thru 10/31)	75
	(Effective 11/1 thru 2/28-29)	74
	Arlington County (see also District of Columbia)	75
	Fairfax County (see also District of Columbia)	75
	Loudoun County (see also District of Columbia)	75

Exhibit 14

(Effective: November 3, 1985)

	WASHINGTON	
*	Longview (all locations within Cowlitz County)	61
*	Olympia (all locations within Thurston County)	68
*	Richland (all locations within Benton County)	59
	Seattle (all locations within King County)	75
**	Spokane (all locations within Spokane County)	72
***	Tacoma (all locations within Pierce County)	
	(Effective 4/1 thru 10/31)	64
	(Effective 11/1 thru 3/31)	59
*	Yakima (all locations within Yakima County)	58
	WEST VIRGINIA	
	Charleston (all locations within Kanawha County)	70
*	Harpers Ferry (all locations within Jefferson County)	58
*	Huntington (all locations within Cabell County)	65
*	Morgantown (all locations within Monongalia County)	64
*	Wheeling (all locations within Ohio County)	62
	WISCONSIN	
*	Brookfield (all locations within Waukesha County)	75
*	Green Bay (all locations within Brown County)	64
*	La Crosse (all locations within La Crosse County)	66
	Madison (all locations within Dane County)	75
	Milwaukee (all locations within Milwaukee County)	75
*	Rhinelander (all locations within Oneida County)	58
*	Wausau (all locations within Marathon County)	67

Exhibit 14

(Effective: November 3, 1985)

WYOMING

**	Casper (all locations within Natrona County)	62
**	Cheyenne (all locations within Laramie County)	68
**	Gillette (all locations within Campbell County)	63
***	Jackson (all locations within Teton County)	
	(Effective 12/1 thru 9/30)	75
	(Effective 10/1 thru 11/30)	67
**	Rock Springs (all locations within Sweetwater County)	57

1/ Unless otherwise specified, HRGA's are defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."

2/ HRGA's with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties."

3/ Military installations or Government-related facilities (whether or not specifically named in the HRGA definition) that are partially located within the HRGA boundary shall include "all locations that are geographically part of the military installation or Government-related facility, even though part(s) of such activities may be located in an area that is not specifically listed in the HRGA definition."

4/ The abbreviation "P/D" shown in the rate column means that per diem not to exceed the $50 maximum rate in accordance with Part 7 of Chapter 1 is applicable during the period specified.

* Newly designated HRGA.

** Rate adjustment or redefined boundary for previously designated HRGA.

*** Previously designated HRGA that has been newly identified as a seasonal location.

**** Subsistence costs increase during the period immediately preceding and following a spacecraft launch. The maximum $75 rate applies during the period which begins at 12:01 a.m. 2 days prior to a scheduled launch and runs until midnight of the second day following the actual launch.